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NASA Shared Services Center Service Delivery Guide

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ACCOUNTS RECEIVABLE REIMBURSABLE

Responsible Office: Accounts Receivable

Approved by

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DOCUMENT HISTORY LOG

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Basic		02/21/008	Basic Release
Revision	A	04/17/008	Added combination to safe changed semi-annually or as employee leaves, with On Demand SWR with Jacobs Technology (FOSC Contract) to include locksmith service (p 18)
Revision	A	04/17/008	Corrected Deposit Processor from Collection Processor (pp 19-22)
Revision	A	04/17/008	Enhanced PCC process (pp 19-20)
Revision	A	04/17/008	Added T-Code F-28 to Post Incoming Payments (p 23)
Revision	A	04/17/008	Added PWC observation of Deposit Reconciliation at least weekly (p 24)
Revision	A	04/17/008	Added Job Aid for creating setup document to refund Solely Travel advance (p 41)
Revision	A	04/17/008	Added BW GENRPT21 report to verify amount of remaining advance (p 42)
Revision	A	04/17/008	On ZFI_AR_Billing, changed to 'excluding " Do NOT List $0.00 To Be Billed" from WBS element (p 42)
Revision	A	04/17/008	Added Pay.gov insert to mailing

			(p 57)
Revision	A	04/17/008	Added VA03 to retrieve Debit Memo Request number to reverse billing request when canceling bill (p 58)
Revision	A	04/17/008	Added section in Automatic IPAC Confirmation process if IPAC was rejected by Treasury (p 62)
Revision	A	04/17/008	Added note on spreadsheet containing list of customers requiring manual IPAC (p 63)
Revision	A	04/17/008	Added section on Personal Property IPAC (pp 65-66)
Revision	A	04/17/008	Added Exchange/Replacement/Surplus/Recycle Sales/Reimbursable Sales Order (pp 75-77)
Revision	A	04/17/008	Added CAAS (pp 78-87)
Revision	A	04/17/008	Center Cost Accountant to notify NSSC cost complete – ready for PBR (p 42)
Revision	A	04/17/008	Stabilization period NTE 90 days for e-mail spreadsheet of all postponements/rejections/cancellations (p 43)
Revision	A	04/17/008	Detail of reconciliations (pp 50-51)
Revision	A	04/17/008	Further reconciliations (p 55)
Revision	A	04/17/008	Further reconciliations (p 56)

Revision	A	04/17/008	Correction of billing request prior to printing/posting bills (p 55)
Revision	A	04/17/008	New Process Flow (p 92)
Revision	A	04/17/008	Enhanced Receipt of checks/cash process (pp 17-32)
Revision	A	04/17/008	Data parameters for PBR (p 42)
Revision	A	04/17/008	Billing Threshold reduced to $1 until OCFO approval of threshold (p 44)
Revision	A	04/17/008	Move cost back from Canceled Column (p 53)
Revision	A	04/17/008	No IPAC last four calendar days of month per Treasury (p 62)
Revision	B	04/17/008	Added “Optional” for Centers to provide NSSC Reimbursable Agreements (p13)
Revision	B	04/17/008	Added Advance Notification Tool steps (p15)
Revision	B	04/17/008	Clarified Receipt of Checks/Cash Process (pp 17-24)
Revision	B	04/17/008	Clarified Pay.gov payment process (pp 25-26)
Revision	B	04/17/008	Deleted Bank of America process (p 25)
Revision	B	04/17/008	Identified receipt of advance/notification to Center (p 33)
Revision	B	04/17/008	Identified steps for Unidentified Check Tool (pp 35-36)
Revision	B	04/17/008	Clarified edits in SAP to prevent billing over Sales Order amount (pp 47 – 48)
Revision	B	04/17/008	Added Parameters for PBR (p50)

Revision	B	04/17/008	Clarified Exchange/Surplus/Recycle Sales/Reimbursable Sales Order Process(p 76)
Revision	C	06/18/2008	Added Pay.gov query (pp 25-26)
Revision	C	06/18/2008	Solely Travel refund process (p41)
Revision	C	06/18/2008	Omit bill with debit and credit from Automatic IPAC Process (p51)
Revision	D	07/18/2008	Updated with IPAC status spreadsheet (p 65) Reversal of IPAC posted in prior month (pp 66 – 67) Included AR Royalty Process (pp 89 – 92)

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Accounts Receivable - Reimbursable

Introduction

The NASA Shared Services Center (NSSC) will process collections for all NASA Centers, in accordance with the following regulations:

A. Statement of Federal Financial Accounting Standard No. 1, “Accounting for Selected Assets and Liabilities”, September 1995; http://fasab.gov/pdffiles/sffas-5.pdf

B. Treasury Financial Management supplement, “Managing Federal Receivables” [Hardcopy only]

C. “Federal Claims Collection Standards” 31 CFR 900-904; http://www.access.gpo.gov/nara/cfr/waisidx_04/31cfrv2_04.html

D. “Debt Collection Authorities under the Debt Collection Improvement Act of 1996” 31 CFR 285; http://www.access.gpo.gov/nara/waisidx_04/31cfr285_04.html

E. OMB Circular A-129 "Policies for Federal Credit Programs and Non-Tax Receivables," November 2000; http://www.whitehouse.gov/omb/circulars/a129/a129rev.html

F. “Debt Collection Improvement Act of 1996” [Public Law 104-134]

G. 26 CFR 1.6050P-1 (IRS 1099-C, Collection of Debt)

H. United States General Ledger; http://fms.treas.gov/ussgl/current.html

I. Federal Acquisition Regulation; http://www.access.gpo.gov/cgi-bin/cfrassemble.cgi?title=200348

J. Treasury Report on Receivables (TROR); http://www.fms.treas.gov/debt/dmrpts.html

K. Financial Management Requirements: http://www.nasa.gov/offices/ocfo/references/ocfo_fmr_detail.html

In accordance with Federal regulations and NASA policy, the NSSC is responsible for billing services and required reporting for all receivables. The NSSC shall provide billing services including assembling, reviewing, processing, recording, reporting, and reconciling commercial and government bills, (IPAC’s), etc. The NSSC shall use Core

Financial software – SAP R/3 – to perform the financial management activities. Financial Management is required to use Business Warehouse (BW) for reporting, query and reconciliation activity. NSSC is required to adhere to the NASA Financial Management Requirements (FMR), NASA's Enterprise Performance Support System (EPSS), and other applicable Federal regulations and NASA policies and procedures. The NSSC shall process receivables from the receipt of the initial notice of indebtness to the final collection based on acceptance by NASA.

Legislation

A. **National Aeronautics and Space Act of 1958 (42 U.S.C. 2451 et. seq.)** This Act authorizes NASA "to enter into and perform such contracts, leases, cooperative agreements, or other transactions as may be necessary in the conduct of its work and on such terms as it may deem appropriate, with any agency or instrumentality of the United States, or with any State, Territory, or possession, or with any political subdivision thereof, or with any person, firm, association, corporation, or educational institution" Section 203. Additionally, the Act authorizes NASA "to use, with their consent, the services equipment, personnel, and facilities of Federal and other agencies with or without reimbursement, and on a similar basis to cooperate with other public and private agencies and instrumentalities in the use of services, equipment, and facilities." In addition, Section 205 of the Act states, "The Administration, under the foreign policy guidance of the President, may engage in a program of international cooperation in work done pursuant to this Act, and in the peaceful application of the results thereof, pursuant to agreements made by the President with the advice and consent of the Senate." Agreements using these authorities are referred to as Space Act Agreements. The NASA Space Act Agreements Manual establishes guidelines for entering into Space Act agreements.

B. Federal statutes other than the Space Act also authorize and govern reimbursable agreements for certain types of facilities and activities.

1) **Economy Act of 1932, 31 U.S.C. 1535** This Act provides authorization for Federal agencies to request and perform interagency reimbursable work. Under the Act, such reimbursable work must be in the best interest of the Government, and goods and services are less expensive or more conveniently provided by Federal agencies than by commercial vendors.

2) **Commercial Space Launch Act, 49 U.S.C. Chapter 701.** This statute governs the sale, by NASA, of launch property for fair market value and the sale of launch services for direct cost only. The charge for launch services or reentry services is an amount equal to the direct costs, including the basic pay of Government civilian and contractor personnel, the Government incurred because of acquisition of the services.

3) **Fees and Charges for Government Services and Things of Value, 31 U.S.C. 9701.** This Act requires that charges be fair; and based on (A) the costs to the Government; (B) the value of the service or thing to the recipient; (C) public policy or interest served; and (D) other relevant factors. User charges are ordinarily deposited into Treasury miscellaneous receipts, but may be retained by NASA where

authorized by law. Detailed procedures for user charges are included in the Office of Management and Budget (OMB) Circular A-25.

4) **Land Remote Sensing Policy Act of 1992, 15 U.S.C. 5601-5602.** This Act prohibits charging depreciation and other costs not specifically attributable to fulfilling users' requests for Landsat 4 through 6 and Landsat 7 data. The Congress has directed in Section 8501(13) states that data shall be made available to all users at the cost of fulfilling user requests.

5) **Commercial Space Competitiveness Act - Use of Government Facilities 15 USC 5807** This Act provides authority for NASA to use its space-related facilities on a reimbursable basis to support commercial space activities, and to charge only direct cost.

6) **National Historic Preservation Act, 16 U.S.C.470h-3** The National Historic Preservation Act provides Federal Agencies the authority to lease historic property and retain the proceeds to defray the cost of administration, maintenance, repair, and related expenses incurred by the agency with respect to property that is on the National Register.

7) **Enhanced-Use Lease (EUL) of Real Property Demonstration, 42 U.S.C. 2459j** This section of the Space Act gives the Administrator authority to lease NASA real property to other Federal Agencies and non-federal entities and use the proceeds of the lease agreement to cover the full costs to NASA in connection with the lease. In addition, amounts received in excess of costs associated with the lease shall be available for maintenance, capital revitalization, and improvements of the real property assets of the centers selected for this demonstration program, and shall remain available until expended. The statute limits the use of this authority to no more than two NASA Centers. The Ames Research Center and Kennedy Space Center are NASA's EUL demonstration sites.

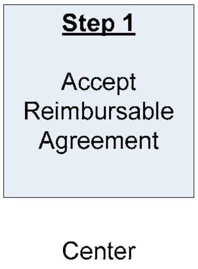
C. In addition, various statutes govern financial accounting and reporting for reimbursable work.

1) **Chief Financial Officers Act of 1990, 31 U.S.C. 902.** This statute requires a biennial review of costs of services provided versus charges imposed.

2) **Custodians of Money, 31 U.S.C. 3302.** This statute requires all monies to be deposited to Treasury, unless otherwise provided by law.

PROCESS–Accept Reimbursable Agreement

(Text-Diagram process or use existing process diagram)



Roles & Responsibilities

Process 1 –Accept Reimbursable Agreement		
Roles and Responsibilities	Action	Tips/Notes
Step 1 **Center** Accept Reimbursable Agreement	1. MIPR, PO, and Interagency Agreement (OR MOU [Memorandum of Understanding] with CFO/DCFO approval) is received at the Center. 2. Center Resources create an EPR (Estimated Price Report). 3. The Legal Department at the Center concurs on all information above. 4. MIPR/PO/Interagency Agreement/MOU is forwarded to the NSSC to create Reimbursable Agreement in TechDoc. The Reimbursable Agreement is sent to the NSSC to the attention of the Financial Manager. They will then be delivered to TechDoc to be scanned into the RA folder by Center. **Output:** Reimbursable Agreement is accepted and file created in TechDoc.	Reimbursable Agreements filed in TechDoc by Center alphabetically by Fiscal Year. T-code: FMBB Anticipated Reimbursements. Step 1 DR 4210, CR 4450 A302 Apportionment Approved Step 2 DR 4450, CR 4590 A118 Anticipated Authority From 1NASA to line of Business Step 3 DR 4590, CR4210 DR 4210 CR 4590 994 Line of Business at Mission to Line of Business (Mission)

Process 1 –Accept Reimbursable Agreement		
Roles and Responsibilities	Action	Tips/Notes
		by Center Step 4 DR 4590, CR 4210 DR 4210, CR 4590 **Note:** It is optional for the Centers to provide the Reimbursable Agreement to the NSSC.

PROCESS–Create Sales Order

(Text-Diagram process or use existing process diagram)

Step 1

Create Sales Order

Center

Roles & Responsibilities

Process 2 –Create Sales Order		
Roles and Responsibilities	Action	Tips/Notes
Step 1 **Center** Create Sales Order	1. If the customer account does not already exist in SAP, the Customer Master Maintainer will need to create the customer, using T-Code XD01. To search for a customer, use T-Code XD03. XD01 - Create a Federal Customer Account (End User Procedure) XD02, XD03 - Change or Display A Customer Account (End User Procedure) 2. Once the Reimbursable Agreement has been reviewed and approved per above by Center Legal and Accounting, the Center Reimbursable Agreement staff will create, update and verify the WBS Structure KJH2_KJH3 - Change and Display WBS Element Group 3. For a new Reimbursable Agreement, the Center creates the Sales Order (upon receipt of a full advance from Non-Federal customers unless a waiver has been granted by Center DCFO) using T-Code	The WBS is requested through MdM by the Center. The WBS is established and created in SAP through an interface between MdM and SAP. For those WBS's requiring a new Fund Year to be established, i.e., ESAX22008R for an existing WBS, the Center is required to submit an SR to the Competency Center – referencing Application – FC-Master Data-CF NSSC Accounts Receivable can

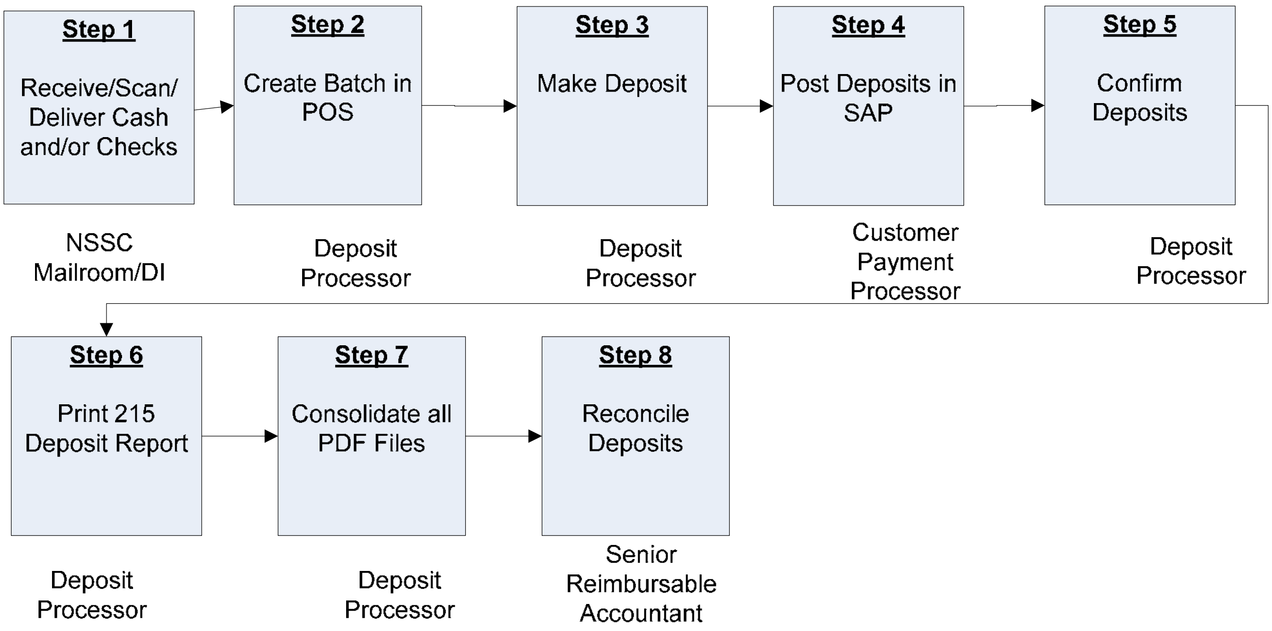
Process 2 –Create Sales Order		
Roles and Responsibilities	Action	Tips/Notes
	VA01. VA01 - Create A Sales Order (End User Procedure) 4. The Budget Maintainer at the Center will distribute the budget from Allobjects as originally posted on the Sales Order to appropriate categories (i.e. Allothers, Labor, Travel and cost pools). 5. If modifications to the Sales Order are required, the Center Reimbursable Agreement staff will modify using T-Code VA02. VA02 - Add New Fund Year to Sales Order (End User Procedure) 6. If an advance is required by the Reimbursable Agreement, the Center will complete the Advance Notification form on the NSSC website, located at www.nssc.nasa.gov, Accounting Services tab, Accounts Receivable tab, Forms at the bottom of the AR tab. Complete the following information: Requestor NASA Site (drop down option), Requestor First Name, Requestor Last Name, Requestor Phone, Requestor E-mail, Customer/Vendor Name, Type of Amount (drop down option), Amount, Estimated Date, and Purpose. This will create a Remedy ticket for the NSSC AR staff to monitor until the Advance is received and deposited. **Output:** Sales Order is created.	view Sales Order via T-Code VA03. VA03 - Display A Sales Order (End User Procedure) The Sales Order is based on the information provided by the reimbursable agreement that includes, but is not limited to, customer information, expiration date of agreement, address, etc. Before the sales order can be posted, a WBS must be established through MdM and uploaded into SAP. The EPR is used to post the budget. T-Code: VA01 (Advance/Non-Advance) A122 & A304 DR 4590 CR 4610 DR 4221 CR 4210 Reference EPSS FMBB - Enter Funds Distribution (End User Procedure)

Process 2 –Create Sales Order

Roles and Responsibilities	Action	Tips/Notes
		Note: The NSSC process is to have the Senior Reimbursable Accountant (with the Reimbursable Analyst as backup) review new customer accounts and customer account edits/changes to verify that information was input correctly.

PROCESS–Receipt of Checks/Cash

(Text-Diagram process or use existing process diagram)



Step 1
Receive/Scan/ Deliver Cash and/or Checks
NSSC Mailroom/DI
Step 2
Create Batch in POS
Deposit Processor
Step 3
Make Deposit
Deposit Processor
Step 4
Post Deposits in SAP
Customer Payment Processor
Step 5
Confirm Deposits
Deposit Processor
Step 6
Print 215 Deposit Report
Deposit Processor
Step 7
Consolidate all PDF Files
Deposit Processor
Step 8
Reconcile Deposits
Senior Reimbursable Accountant

Roles & Responsibilities

Process 3 –Receipt of Checks/Cash		
Roles and Responsibilities	Action	Tips/Notes
Step 1 **NSSC Mailroom Personnel/ Document Imaging** Receive/Scan/ Deliver Cash and/or Checks	1. Mail is delivered daily to the NSSC secure mailroom and all checks are scanned into TechDoc. 2. Remedy ticket is created and assigned to the Accounts Receivable Group Level 2 (Service Providers). The Summary/Category/Type/Item are Financial Management – Accounts Receivable – Check/Financial Management/Accounts Receivable/Check. 3. The AR Level 2 group will research the Center/Type of Receivable, and update the AR tab on the Remedy ticket. If necessary, AR L2 will call the Customer to get further	**Note:** All checks must be processed through Document Imaging. If the NSSC receives a check outside of this process, the check must be immediately sent to the Document Imaging Department for proper processing.

Process 3 –Receipt of Checks/Cash

Roles and Responsibilities	Action	Tips/Notes
	information. 4. If the check is Unidentified, AR L2 will complete the Unidentified Check and Comments box of the AR tab. This will create a file that will be uploaded to the NSSC webpage. The NSSC AR will then communicate to all Centers that an unidentified check has been loaded onto the NSSC webpage. The Centers will view unidentified check, and notify the NSSC that the check belongs to appropriate Center. Upon identification by the appropriate Center, the Center will be identified on the AR tab. 5. Route the Remedy ticket to AR L3 for deposit. 6. Mailroom personnel will place courtesy e-mail to Financial Management and give check/cash to NSSC Civil Servant for deposit. 7. Mail run occurs at 3:00 pm each day. Collections will be compiled in batch format, recorded in log book, and held in locked safe/cabinet overnight, for distribution the following business day. Collections of less than $5,000 may be accumulated and deposited when the total reaches $5,000; however, deposits will be made by Thursday of each week, regardless of the amount accumulated. For auditing purposes, reports will be generated to ensure accuracy and accountability. **Output:** Open, scan and deliver checks/cash to SAP Collection Processor and Remedy ticket created.	Only the Collection Agent and his Alternate and the NSSC's Security Department will have the combination to the Safe. **Note:** The combination to the safe(s) should be changed on a semi-annual basis or as employees leave to maintain security integrity. . The NSSC has a standing On Demand Service SWR (Stennis Work Request) with Jacobs (FOSC Contract) to include lock smith service. E-mail Jacobs POC that the combination lock on a Mosler safe needs to be changed or serviced. **Note:** Cutoff for Check processing is 4:00 p.m. daily. If Accounts Receivable is notified after 4:00 p.m., the checks will be processed the next appropriate time.

Process 3 –Receipt of Checks/Cash

Roles and Responsibilities	Action	Tips/Notes
Step 2 **NSSC Deposit Processor** Create batch in POS	1. The Collection Processor accepts Remedy ticket. 2. For Paper Check Conversion (PCC) the Deposit Processor receives the checks, and logs into POS (Point of Sale). 3. To find the next consecutive batch number, log into CA$HLINK, select <Inquiry>, then <Agency Voucher Query>. Enter the ALC, then enter the voucher date range of beginning of current fiscal year through present date. Check for origin "FRB PCC", and use the next available number as the deposit ticket number. 4. Select Center (location) from the Agency Location Code (ALC) drop down on the right side of the screen. Select <Customer Not Present>. Select either <non-personal> or <personal> check. Select <Start Scan>. 5. Enter amount of check, customer name, center name from drop down box, select type of payment from drop down box, enter agreement number if available, and enter batch identification (id) (the number determined from step 3 above). Place check on scanner with the number (routing, check & account) facing up and to the right side. The light must be green. Wait for the check copy to appear on screen. Hit enter. This franks (or "stamps") the check. Remove check. 6. If you receive an error reading the check, click <Manual Input> and enter the following: Letter "O" check # Letter "o" space Letter "t" Routing Number Letter "t" space Account Number Letter "O". 7. Repeat Step 4 for all additional checks for same location. **Output:** Batch Created in POS	

Process 3 –Receipt of Checks/Cash		
Roles and Responsibilities	Action	Tips/Notes
Step 3 **Deposit Processor** Makes Deposits	1. Click Batch List on the right side of the screen. Do not select this until all batches have been processed. Verify that dollar amount and count (number of checks processed) on batch list matches actual checks on hand. 2. Save Batch List to Adobe PDF. 3. Print Batch List, select <Done>, and click Batch Close. Click Close All, and select Yes to confirm. 4. Save as Adobe PDF (batch will not close if this step is not completed). Batch will begin to upload. 5. Follow prompts on screen. Open Batch Manager. Check status of transmission (status should be Acknowledge). Exit. 6. Keep one copy of Batch List and attach one to check and backup information if printed. 7. Secure checks until deposit is confirmed via CA$HLINK next a.m. 8. Print copy of batch list to transmit information to ELVIS, which will print the SF-215. 9. Verify Change Request has been created in Remedy and input batch identification and check sequence number information into Deposit Spreadsheet. Check link image and verify this is the correct link (check). **Output:** Deposits made and verified.	
Step 4 **Deposit Processor** Confirms Deposits	Confirm deposits on CA$HLINK after 9:30 a.m. CST. 1. Log into CA$HLINK (this is a web based software loaded on desktop). 2. Select Inquiries. 3. Select FRB Preliminary Voucher. (This will give you what was deposited the previous day.) 4. Enter ALC number (This creates one report for each ALC.) Do not enter multiple ALC numbers. Print one page for each ALC. 5. Enter voucher date as the next business day after deposit was made.	

Process 3 –Receipt of Checks/Cash		
Roles and Responsibilities	Action	Tips/Notes
	6. Select process period as "All". 7. Click <Submit>. 8. Verify that amounts match Batch List/Pay.gov. 9. Save as PDF file. 10. Choose Printer Icon. 11. Under printer option, change Name: dropdown to Adobe PDF. 12. Save file to N;\Accounts Payable_Accounts Receivable\Accounts Receivable/Check Collections/Deposit Confirmations. 13. Name as CL (Center) MMDDYYYYPCC. 14. Select Agency Voucher Query. (This will show you any additional collections, i.e. Pay.gov, credit card collections, stop payments on collections, etc.) 15. Enter ALC number. (Creates one report for each ALC.) Do not enter multiple ALC numbers. Print one page for each ALC. (Check all ALC's). 16. Enter a date range for the previous few days to confirm there have been no collections from another source or any stop payments. 17. Click <Submit>. 18. verify that amounts match Batch List/Pay.gov 19. Save as pdf. 20. Choose Printer icon. 21. Under printer option, change Name: dropdown to Adobe PDF 22. Save file to: N:\Accounts Payable_Accounts Receivable\Accounts Receivable\Check Collections\Deposit Confirmations. 23. Name as: CL (Center) MMDDYYYYPCC. **Output:** Deposits Confirmed	

Process 3 –Receipt of Checks/Cash

Roles and Responsibilities	Action	Tips/Notes
Step 5 **Deposit Processor** Print 215 Deposit Report	Print 215 Deposit Report. 1. Log into web based PCC (ELVIS) https://www.pccotc.gov/pcc5webapp/ 2. Select <Reports> icon on the left side of the page. 3. Select <215 Deposit Ticket Report>. 4. Verify date is current date, Center is NASA, and Include Subordinates box is checked. 5. Submit request. 6. Save as PDF. a. Choose File/Print. b. Under printer option, change Name: dropdown to Adobe PDF. c. Save file to: N:\Accounts Payable_Accounts Receivable\Accounts Receivable/Check Collections/Deposit Confirmations d. Name as: 215 DEP MMDDYYYY. 7. Select 5515 Debit Voucher Report 8. Verify date is current date, Center is NASA, and Include Subordinates box is checked. 9. Submit request. 10. Save as pdf. a. Choose>File>Print b. Under printer option, change Name: dropdown to Adobe pdf c. Save file to: N:\Accounts Payable\Accounts Receivable\Accounts Receivable\Check Collections\deposit Confirmations. i. Name as: 5515 DEBIT MMDDYYYY 11. Log out of PCC. **Output:** 215 Deposit Report printed.	
Step 6 **Deposit Processor** Consolidate all PDF Files	Consolidate all PDF files into one file for each Center. 1. Open PDF of 215 Deposit for that date. 2. Go to Menu>Document>Insert pages. 3. Find CA$HLINK file for that date/Center. 4. Insert pages “AFTER”. 5. Choose OK.	

Process 3 –Receipt of Checks/Cash

Roles and Responsibilities	Action	Tips/Notes
	6. Repeat steps to add Batch List PDF for that Center. 7. Save file as "(Center) Recon Pkg MM/DD/YYYY". 8. Create new folders: a. Recon Pkg – save all Reconciliation Packages for each Center in this folder. b. Back up – save all back up information for all Centers in this folder. c. Corrections – save any corrections into this folder. **Output:** All PDF files are consolidated.	
Step 7 **NSSC Customer Payment Processor** Post Deposits in SAP	1. The Deposit Processor creates a reconciliation packet and sends to TechDoc. The packet will contain PCC summary report, the PCC batch listing, the PCC SF215, and the FRB Preliminary Voucher Report from CA$HLINK. 2. The original Remedy ticket will be routed to the NSSC Customer Payment Processor with the Batch identification and check sequence numbers on the AR tab and in the activity log. 3. The Customer Payment Processor will post information from remedy ticket into SAP. F-28 - Post Incoming Payments (End User Procedure) 4. Once the check has been posted in SAP, update the Remedy CH ticket to reflect the posting information and resolve the CH ticket. Enter the SAP Document number on the AR tab. Also enter the SAP Document number in the Activity log along with the customer or vendor number. **Output:** Deposits posted in SAP	**Note:** Deposit Processor will run Remedy Report twice weekly to verify that all checks have been posted and the document number was entered into the Remedy Change Request.

Process 3 –Receipt of Checks/Cash

Roles and Responsibilities	Action	Tips/Notes
Step 8 **Senior Reimbursable Accountant** Reconciles Deposits	1. The Senior Reimbursable Account (or Supervisor) will review and reconcile the deposit log, Paper Check Conversion Summary Report, check batch listing, SF-215 and CA$HLINK Report at least weekly. **Output:** All deposits are reconciled.	
What if Payment is Made By Cash? **Collection Processor/Deposit Processor** Cash Receipt	1. If payment of debt is made by cash, the cash is delivered to the Collection Processor. 2. The Collection Processor makes a copy of all cash presented, produces a receipt for the customer, and completes an SF-215. 3. The Collection Processor then forwards the SF-215 and the cash to the Deposit Processor, who deposits the cash on Thursday or when at least $5K. If it is not Thursday or at least $5K, it is stored in the secure vault. **Output:** Receipt of cash is accepted.	
What if Paper Check Conversion is Offline? **Collection Processor/Deposit Processor** Manual Deposit of Checks	1. If Paper Check Conversion is offline, Collection Processor records payment in Deposit Log in SAP, T-Code FF68, and prints SF-215 Deposit Slip from SAP in accordance with Financial Management Requirements (FMR) Volume 15, Chapter 4, and immediately hand delivers the checks to the Deposit Processor. FF68 - Record Collection In Deposit Log (End User Procedure) 2. The Deposit Processor will put all checks in the FM A/R Safe until next deposit opportunity. 3. The Deposit Processor will also print the SF-215 from SAP, make copies of the checks, and take to the bank for deposit. 4. The Deposit Processor will receive the signed/dated Confirmed Copy, Agency Copy, and Memo tickets back from the Bank.	

Process 3 –Receipt of Checks/Cash

Roles and Responsibilities	Action	Tips/Notes
	5. The day after the deposits are made, the Deposit Processor verifies in CA$HLINK that checks were received by the Treasury. 6. The Deposit Processor prepares a packet for TechDoc containing SAP Check log, CA$HLINK Report, confirmed, Agency and Memorandum copies of the Deposit ticket, and any other supporting documentation. **Output:** Deposit made outside of Paper Check Conversion.	
What are the Steps for entering Journal Vouchers (JV's)? **NSSC Receivables Processor/Customer Payment Processor** Journal Vouchers entered	1. To enter any Journal Vouchers (including the BofA JV), open the JV Log spreadsheet, located at N:\Financial Accounting Branch\JV log\FY 2008 JV Log, titled "JV Log.xls". Complete all necessary information to claim next JV # assigned. 2. Complete the JV Template on the next tab, and print completed template. 3. For Accounts Receivable, have Senior Accountant sign before appropriate Approving Official signs. **Output:** Journal Vouchers are entered in SAP.	**Note:** Journal vouchers are used for Bank of America Rebates and Payroll Deductions.
What if a Payment Comes Via Pay.gov? **Deposit Processor** Payment received via Pay.gov	The Deposit Processor will monitor the Pay.gov website daily to pull payments made via the web. When these payments are found, the Deposit Processor will generate a pdf file of the payment, and create a Remedy ticket. Create TechDoc file for any payments from Pay.gov. 1. Have the PDF file saved from Pay.gov open to use for information purposes when populating the fields in the TechDoc file. 2. Open TechDoc. 3. Go to folder FM/AR/Pay.gov. 4. At menu on left side of page, click <Create Document>. 5. Populate the following fields: a. Number (FM_AR_PG_mm-dd-yy_hh.mm.ss) b. Title (use the name of the	**Note:** The Deposit Processor runs a report on a weekly basis to validate that all Pay.gov payments have been captured. **Note:** To pull payments made via Pay.gov, access pay.gov at https://www.pay.gov/paygov/. Enter user name and password. Click <Login>. Click <Report List> on left side of screen.

Process 3 –Receipt of Checks/Cash		
Roles and Responsibilities	Action	Tips/Notes
	person/company where payment originated). c. Doc Type (AR-Accounts Receivable). d. Doc Category (PrivAct – Privacy Act Information). e. Uncheck both boxes (Distribution List/Notification List). f. Point of Contact (enter your name). g. Organization (FM – Financial Management). h. Web Search (Campus). i. Reason (Backup Documentation). j. Click <Next>. k. Amount Received (amount of payment). l. Date Issued. m. Payor Name. n. Official Record (yes). o. Vital Record (no). p. Click <Next>. q. Access (check owner "O" and Shared Lists). r. Add in Shared Lists the following: i. FM FSB-SP. ii. FM FSBIG. iii. IT>DM. s. Click <Next>. t. Click <OK>. u. Release from menu on left. v. Generation (01). w. Revision (1). x. New Doc. y. Click <OK>. 6. Create Remedy Change request and assign to AR-Checks L2 7. Add link to TechDoc file. **Output:** Payment received via Pay.gov.	Open "Collection Search Query". Enter effective to and from date range in mm/dd/yyyy format. Click <Submit>. Click <Download>. Click <Save Report>. Click <Save>. Name report as a PDF file, and save in the Deposit Confirmation file located on the N-drive. Payments will be listed as credit card or debit. The naming convention is "Paygov(Center) MMDDYYYY". Create Remedy Change Request for any payments from Pay.gov and assign to AR-Checks L2. Add link to TechDoc file. **Note:** Use the Voucher number listed in CA$HLINK as the DRN when posting in SAP.

Process 3 –Receipt of Checks/Cash

Roles and Responsibilities	Action	Tips/Notes
How do I Upload Documents to TechDoc? **Deposit Processor** Documents uploaded to TechDoc	Upload documents to TechDoc. 1. Log into TechDoc. 2. Go to: FM>AR>CHECK_COLLECTIONS (find file associated with check you are processing) OR: FM>AR>PAY.GOV. 3. Click on White Paper Icon – this will open the revisions. 4. Go to left column and choose <Reserve>. a. Enter reason (ex. Attaching additional documentation). b. Click <OK>. 5. Go to left column and choose <Replace>. a. Enter reason (ex. Attaching additional documentation). b. Browse for file (N:\Accounts Payable_Accounts Receivable\Accounts Receivable\Check Collections\Deposit Confirmations). c. Leave box unchecked. d. <Normal Fetch Access>. e. Click <OK>. 6. Go to left column and choose <Release>. a. Enter version not revision (any file not release will populate generation field). b. Enter reason (ex. Attaching additional documentation). c. Uncheck <Watermark> box. d. Click <OK>. 7. Repeat steps for each Center for which a deposit was processed. **Output:** Documents uploaded to TechDoc.	

Process 3 –Receipt of Checks/Cash

Roles and Responsibilities	Action	Tips/Notes
What If a Check Needs to be Returned? **Deposit Processor** Return check to customer	Follow the below procedures to return a check to a Customer. 1. Check will be returned to Customer via Federal Express. 2. The Tracking number and delivery confirmation number will be added to the Remedy Change Request for documentation. 3. Print out of Federal Express Tracking information should be scanned and uploaded to TechDoc and attached to the check. 4. Checks must be returned to original payer with an explanation of why check is being returned. 5. You must have a physical address for return. No P.O. Boxes are accepted by Federal Express. 6. Contact the Customer and verify the physical address listed on the check and notify them that a check is being returned and reason. **Output:** Check returned to Customer.	
What If a Check Is Posted to the Incorrect ALC? **Deposit Processor** Correct ALC Posting of Check	If a check is posted to the incorrect Agency Location Code (ALC), follow the below procedures. 1. Contact the PCC (Paper Check Conversion) Help Desk at 1-800-624-1373 or via e-mail PCC.clev@clev.frb.org requesting that they make the correction. 2. You will need IRN number of check and ALC's for both Centers (to/from). 3. Retain all documentation regarding this transaction in TechDoc attached to the check in Check Collections folder. **Output:** Check posted to correct ALC.	

Process 3 –Receipt of Checks/Cash

Roles and Responsibilities	Action	Tips/Notes
What If a Payment is Made via FedWire? **Deposit Processor** Receipt of FedWire Payment	1. For payments made via Fedwire, log into CA$HLINK. 2. If a payment is made via Fedwire, it will appear in the Origin column as “FEDWIRE”. 3. Click on the <Details> button in the “REX/ACH Info or Agency Fedwire Message Info column”. This will take you to the Agency Fedwire Message Summary Report screen. 4. Click on the <Details> button again. 5. The next screen will be entitled “Agency Fedwire Message Detail 6. Report For Fedwire ID XXXXXXX”. 7. To download the Report, click on the printer icon and the report is saved as a pdf file. 8. Save to the N-drive. **Output:** Receipt of FedWire payment.	
What Is the Process for Stop Payments (Returned Checks)? **Deposit Processor** Stop Payment (Returned Check) Process	1. Deposit Processor must verify on a weekly basis that no checks have been returned or a stop payment placed on the funds. 2. Log into PCC OTC (ELVIS) https://www.pccotc.gov/pcc5webapp/ 3. On the left side of the page choose “Reports” a. Under “Select Reports” choose 5515 Debit Voucher Report b. Location Name will default to NASA c. Choose date range. d. Click Submit Request 4. This will generate a report of any payments which have been debited to NASA and it will list the center location name, settlement date, debit voucher number, IRN number, date, original Ca$hlink voucher number, amount of debit, who made the original deposit and the Return Reason Code. You can access a list of Reason Codes at the following link: https://www.pccotc.gov/pccotc/pcc/usingpcc/about.htm 5. Create a PDF of this page and save to the	

Process 3 –Receipt of Checks/Cash

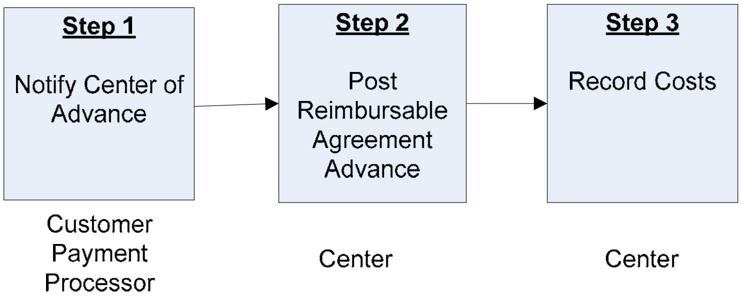
Roles and Responsibilities	Action	Tips/Notes
	Deposit Confirmation folder on the N:/drive. i. Choose>File>Print ii. Under printer option, change Name: dropdown to Adobe PDF iii. Save file to: N:\Accounts Payable_Accounts Receivable\Accounts Receivable\Check Collections\Deposit Confirmations 1. Name as: Debit Voucher_MM\DD\YYYY (Center) 6. Log in to Cashlink a. Click on Inquires/Agency Voucher Query to search for the voucher. b. Enter ALC and date range. c. Verify that Process Period is “View All” and Account Type is “All” d. Save document as PDF file as directed in previous step. 7. Combine Debit voucher and Cashlink document using the following steps: 8. Consolidate all PDF files into one file for each center. (CS) a. Open PDF of 5515 Debit Voucher file. b. Go to Menu>Document>Insert pages c. Find Cashlink file for that date/center d. Insert pages “AFTER” e. Choose OK f. Save file as (Center) Debit MM/DD/YYYY. g. 9. Upload this file to Tech Doc a. Have the PDF file saved from Pay.gov open to use for information purposes when populating the fields in the Tech Doc file. b. Open Tech Doc c. Go to folder FM/AR/Returned Collections	

Process 3 –Receipt of Checks/Cash		
Roles and Responsibilities	Action	Tips/Notes
	d. At menu on left side of page click Create Document e. Populate the following fields: f. Number (FM_AR_DEBIT_mm-dd-yy_hh.mm.ss) i. Title (use the name of the person/company where payment originated) ii. Doc Type (AR-Accounts Receivable) iii. Doc Category (PrivAct – Privacy Act Information) iv. Uncheck both boxes (Distribution List/Notification List) v. Point of Contact (enter your name) vi. Organization (FM-Financial Management) vii. Web Search (Campus) viii. Reason (Backup documentation) g. Click Next i. Amount Received (amount of debit) ii. Date Issued iii. Payor Name iv. Official Record (yes) v. Vital Record (no) h. Click next i. Access (check owner "O" and Shared Lists) i. Add in Shared Lists the following: i. FM FSB2-SP ii. FM FSIG iii. IT>DM j. Click Next k. Click OK l. Release from menu on left i. Generation (01) ii. Revision (1) iii. New Doc m. Click OK 10. Create a Remedy Case and link the Tech	

Process 3 –Receipt of Checks/Cash		
Roles and Responsibilities	Action	Tips/Notes
	Doc file. 11. Assign this Remedy Case to L2 for processing. **Output:** Stop Payment (Returned Check) Process	

PROCESS–Posting of An Advance

(Text-Diagram process or use existing process diagram)



Step 1
Notify Center of Advance
Step 2
Post Reimbursable Agreement Advance
Step 3
Record Costs
Customer Payment Processor
Center
Center

Roles & Responsibilities

Process 4 –Posting of An Advance

Roles and Responsibilities	Action	Tips/Notes
Step 1 **Customer Payment Processor** Notify Center of Advance	1. The NSSC Customer Payment Processor receives the Remedy ticket for the Advance check. 2. If Center completed a web form notifying the NSSC of the anticipated down payment, the Center will be notified by Remedy e-mail. If Center did not complete a web form, notification will be via manual e-mail from the NSSC Customer Payment Processor. 3. Following notification, the Centers will post Advance in SAP. **Output:** Center notified NSSC receipt of Advance.	**Note:** If advance has not been received in a timely fashion after notification from Center, follow up with Center to keep them informed.

Process 4 –Posting of An Advance

Roles and Responsibilities	Action	Tips/Notes
Step 2 **Center** Post Reimbursable Agreement Advance	1. Upon notification via e-mail that the NSSC has received the advance check for the reimbursable agreement, start the posting transaction using the menu path or T-code F-29. F-29 - Post Customer Down Payment For a Sales Order (End User Procedure) **Output:** Reimbursable Agreement Advance Posted into SAP	The Sales Order must have been created or updated with the new fund year. This is done after notification from the NSSC that the check has been received. Once the Sales Order has been posted, the advance may be posted using T-Code F-29. T-Code: F-29 – Create Advance DR 4222, CR 4221, DR 1010 CR 2310 C184 The Sales Order and the advance must be for the same amount. Reconcile cash via SF215 to SGL 1010 to CA$HLINK; use T-Code FBL3N and FBL5N to research discrepancies. FBL5N - Customer Line Item Display (End User Procedure) FBL3N - Display Account Balances with Line Items

Process 4 –Posting of An Advance

Roles and Responsibilities	Action	Tips/Notes
		Budget must have been reclassified from Allobjects to specific categories. ZFI_BUDGET can be used to verify budget has been reclassified.
Step 3 **Center** Record Costs	1. Costs will be recorded at the Center against the appropriate reimbursable WBS. 2. CAAS will be recorded by the Center by Journal Voucher. IPAC THE CAAS DOLLARS TO MSFC after they have been collected. 3. G&A is assessed by the CM&O pool except for Headquarters (HQ) (10) and NASA Management Office (NMO) (55). G&A is still posted by Journal Voucher and transferred to HQ by NMO. Refer to Job Aid in EPSS for the process to post and transfer NMO/HQ G&A. **Output:** Costs are recorded by Center against Reimbursable Agreement	**Note:** The overhead is normally posted immediately after the budget is distributed but may not be billed for sometime after the beginning of the project.
How will monies be associated with contracting centers? **Customer Payment Processor** Identify Center associated with advance	1. Research is conducted on customer name to determine correct Center. The NSSC will search SAP for open items that match the amount of the check; call the Customer on the check to determine Center; and conduct further research to determine Center. The appropriate ALC is listed on the Deposit Ticket. **Output:** Correct Center identified with Advance	For those checks that can not be identified by Center, the NSSC will complete the Unidentified Check and Unidentified Check Comments on the AR tab of the Remedy ticket. This will send the information to the NSSC webpage. The NSSC will then inform the

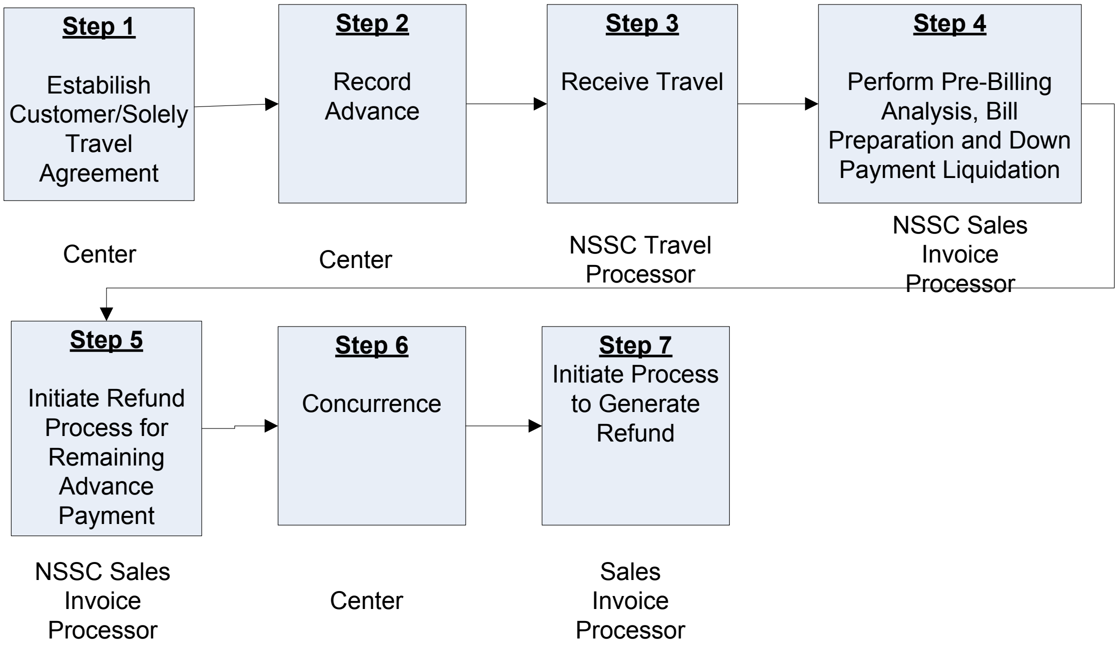
Process 4 –Posting of An Advance		
Roles and Responsibilities	Action	Tips/Notes
		Centers via e-mail about the unidentified check and have them log in and view the information.
What if Federal Customers Request Estimated Cost Information prior to Sending Advance (i.e. What if Customers will not send an Advance without documentation of costs being incurred?)? **Reimbursable Manager** Provide Customer with estimated cost report	1. If a federal customer requests estimated cost information prior to sending advance, then the Center Resources Department has backup for all of the estimated cost information. Upon acceptance of Reimbursable Agreement, these sheets are filed in the Sales Order folder at the AR staff's desk, along with the soft copy in the TechDoc Reimbursable Agreement folder. This EPR sheet can be faxed to any customer requesting the information prior to sending an advance. **Output:** Center provides Customer with estimated cost report	**Note:** Federal Customers should be IPAC unless authority to fund in advance has been granted and waiver should accompany payment. **Note:** There are also some Federal Customers that will not allow IPAC, so those customers are sent bills and a Treasury check is received. Refer to EPSS End User Procedure (T-Code F-28 F-28 - Post Incoming Payments (End User Procedure)) for posting Treasury Checks.
What if an Advance is Made via FedWire? **Deposit Processor** Receive Advance via FedWire	1. If an advance is made via Fed Wire, then verify the customer's banking information. 2. Once received from Financial Institution, verify/validate the deposit transfer with Treasury. 3. If valid deposit, post the collection transaction in SAP against the appropriate customer. 4. Center Sales Order Processor posts Advance using T-Code F-29 against the correct customer.	**Note:** If new customer, the Center will create customer account using XD01. Follow the process as described above under Create Sales Order using XD01 - Create a Federal

Process 4 –Posting of An Advance		
Roles and Responsibilities	Action	Tips/Notes
	Output: Deposit Processor receives Advance information.	Customer Account (End User Procedure) Posting of advances via Fed Wire follow the same process as an advance received by a check.
What if a Customer Would Like to Make a Payment via Credit Card? **Deposit Processor** Customer makes payment via Pay.gov	1. If a customer would like to make a payment via credit card, then notify the customer to use www.Pay.gov for credit card payments. **Output:** Customer makes credit card payment via Pay.gov	
What if an Advance Payment is Delayed? **Customer Payment Processor** Sales Order delayed	1. If an advance payment is delayed, the Sales Order should not be established or updated with the new line for the next funding year. This will delay beginning work on the project **Output:** Sales Order delayed due to Advance Payment delayed	**Note:** Do not bill amount greater than sales order value, which should equal total of advances received; validate with GENREPORT21 or PBR run with Cost of To Be Billed NOT checked. **Note:** If Advance Payment is delayed, Sales Order will not be created without advance unless Center or OCFO provides approval; bills would be cancelled if Sales Order is not

Process 4 –Posting of An Advance		
Roles and Responsibilities	Action	Tips/Notes
		created. **Note:** There would be no bills if the Sales order had either not been created or if a new year funding had not been added to the existing Sales Order. **Note:** When processing a Delayed Advance Payment, the bill should be cleared using F-30 F-30 - Update Status of Receivable to Clear (End User Procedure) before posting the advance; the Sales Order can not be established without the Advance already received.
What if a Down Payment needs to be Moved from One Fund to Another? **Center** Down Payment moved from one fund to another	Realignments for transitioned activity would occur within the Financial Services Branch (FSB) at the Center. The FSB would notify the Financial Accounting Branch (FAB) of any adjustments. The FAB would monitor the activity to determine the effect on the 224. **Output:** Down Payment moved from one fund to another.	

PROCESS–Solely Travel

(Text-Diagram process or use existing process diagram)



Step 1
Estabilish Customer/Solely Travel Agreement
Center
Step 2
Record Advance
Center
Step 3
Receive Travel
NSSC Travel Processor
Step 4
Perform Pre-Billing Analysis, Bill Preparation and Down Payment Liquidation
NSSC Sales Invoice Processor
Step 5
Initiate Refund Process for Remaining Advance Payment
NSSC Sales Invoice Processor
Step 6
Concurrence
Center
Step 7
Initiate Process to Generate Refund
Sales Invoice Processor

Roles & Responsibilities

Process 5 –Solely Travel		
Roles and Responsibilities	Action	Tips/Notes
Step 1 **Center** Establish Customer/Solely Travel Agreement	1. Center establishes customer master and WBS for Solely Travel Agreement 2. Center establishes funding for solely travel agreement with Sales Order and FMBB. 3. Center forwards expected advance information to NSSC via Advance notification web form on the NSSC webpage. **Output:** Solely Travel Agreement and Customer established.	

Process 5 –Solely Travel

Roles and Responsibilities	Action	Tips/Notes
Step 2 **Center** Record Advance	1. NSSC Collection Processor receives check and deposits per Paper Check Conversion or Pay.gov process. 2. The Center will post advance into SAP via customer number. 3. The Center will provide SAP Document number so Remedy ticket can be resolved. **Output:** Advance recorded by Center	
Step 3 **NSSC Travel Processor** Receive Travel Voucher/Receipts	1. NSSC Travel Processor receives Travel Voucher and all required receipts from NASA Employee. **Output:** Travel Voucher/Receipts received.	
Step 4 **Sales Invoice Processor** Perform Pre-Billing Analysis, Bill Preparation and Down Payment Liquidation	1. The NSSC Sales Invoice Processor: analyzes costs to determine if ready to bill; postpones any cost that exceeds corresponding advance payment; generates bill and liquidates down payment wherever possible; if advance payment not available or inadequate to cover all costs, generates bill to send to the customer and prepares cost information sheet to send as attachment with bill. **Output:** Reimbursable billing process performed.	**Note:** For customers where there is no advance payment or the advance payment is inadequate to cover costs, prepare the bill after all costs are final so that only one bill is necessary.

Process 5 –Solely Travel		
Roles and Responsibilities	Action	Tips/Notes
Step 5 **Center** Initiate Refund Process for Remaining Advance Payment	Center notifies NSSC of any advance payment remaining after final costs are fully billed and liquidated via NSSC Contact Center. **Output:** Refund process initiated.	
Step 6 **Center** Initiate Process to Generate Refund	The Center initiates process to generate refund of remaining advance payment and notifies Center and customer that refund has been sent. General - Create SetUp Document to Refund advance thru Payment Program **Output:** Refund process initiated.	

PROCESS–Run Pre-Billing Register and Analyze Billing

(Text-Diagram process or use existing process diagram)

Step 1

Run Preliminary Billing

Roles & Responsibilities

Process 6 –Run Pre-Billing Register and Analyze Billing

Roles and Responsibilities	Action	Tips/Notes
Step 1 **Sales Invoice Processor** Run Preliminary Billing Report	1. Run Preliminary Billing Register using T-Code ZFI_AR_BILLING after costs have been posted for the month. Run this report with no date parameters if billing last two business days of the month. If billing the first two business days of the next month, insert start date of 01/2003 and end date as end of previous period. 2. Using the VA03/VA05 and ZFI_BUDGET, ensure the Sales Order is still open for billing, that it is not an old Sales Order pre-SVU with necessary clean-up required. 3. Using the VA03/VA05 and ZRFI_REFISTAT, ensure the bill does not exceed budget authority. 4. For Non-Federal customers, use VA03/VA05 and ZFI_BUDGET or BW GENRPT21 to ensure the un-liquidated advance is sufficient to cover bill amount. If ZFI_AR_Billing is run excluding “Do NOT List $0.00 To Be Billed”, then use Outstanding Advances column in the Preliminary Billing Register to determine if there is sufficient advance to bill the costs. 5. For Solely Travel Sales Order Agreements,	**Note:** The Center Cost Accountant will notify the NSSC via e-mail that all costs have been posted and that it is okay to start the billing process. Labor /CAAS/Travel/Other Costs have been recorded and reviewed by the Centers. The Sales Invoice Processor has updated the applicable billing request for the amount of cost to be billed via DP91. **Note:** For JSC Solely Travel, do not bill until all costs have been recorded. JSC will

Process 6 –Run Pre-Billing Register and Analyze Billing

Roles and Responsibilities	Action	Tips/Notes
	View the Travel Manager Report provided by Travel Office to review costs; and print Travel Vouchers and other cost reports to support charges for Astronaut travel to be mailed with bill. 6. Using the Negative Cost Report, (General - RR ZARV Negative Cost Report Getting Started v3) identify Sales Order Line Items where the net cost to be billed is negative, and mark those Sales Order Line Items to be postponed. 7. Update the Postponed Billing Spreadsheet on TechDoc as necessary for all postponed billings. **Output:** Preliminary Billing Report with adjusted amounts to be billed penciled on original report.	provide a list of Sales Orders to exclude from NSSC billing run. If there is no list, contact the Center Reimbursable Accountant. For all other Centers, cost will be billed monthly. **Note:** Use ZFI_BEDATA to query budget and COCD by WBS. **Note:** Use T-Code DP91 to reduce the amount to be billed and save the data. **Note:** The NSSC will not cancel any cost unless directed in writing by Center. **Note:** For a stabilization period not to exceed 90 days, the NSSC will e-mail all canceled, rejected, and postponed costs to the Center for concurrence. **Note:** Follow up with Resources/Reimbursable Analyst any issues related to the Negative Cost Report.

Process 6 –Run Pre-Billing Register and Analyze Billing

Roles and Responsibilities	Action	Tips/Notes
		Note: Run Reconciliation Analysis for Advances, Receivables, and Revenues (RFMFGRCN_RP1): TD 2310 (REIM):2310/=4222 & Receivable: ITD 1310 REIM)/=4251. **Note:** Calculate total amount to be billed from the PBR and adjustments in DP91. Make note of total for future reconciliations detailed below. **Note:** Billing can occur throughout the month. The only issue with this is the accruals that are system generated on the last day of the month and automatically reversed at 12:01 am on the first day of the following month. Strong analysis needs to be conducted to verify costs. **Note:** Until OCFO approval on billing threshold, mark any bills that are less than $1 as postponed.

Process 6 –Run Pre-Billing Register and Analyze Billing

Roles and Responsibilities	Action	Tips/Notes
What If Solely Travel Costs are Complete and Exceed the Advance Amount? **Sales Invoice Processor** Solely Travel exceeded Advance Amount	1. Postpone the costs that exceed the advance amount so that a bill equal to the advance can be generated based on Process 7 Step 1 below. Liquidate bill with advance based on Process 10 Step 2 below. Bill again so that the costs that exceed the advance can be billed to the customer. **Output:** Bill created for costs exceed advance.	**Note:** This must be worked out with the customer. (The Sales Order amount should be adequate to cover the costs. The commitments/obligations would not have been allowed to post if they exceeded the budget.)
What If Budget Authority is Exceeded? **Sales Invoice Processor** Budget Authority Exceeded	1. If Budget Authority is exceeded, based upon analysis of PBR and VA05, record bill amounts in the Postponed Billing Spreadsheet in TechDoc and note the identity of the Resources/Reimbursable Analyst/POC at the Center. The Center/NSSC will have to get the pool manager to pull back cost exceeding the amount of budget transferred to the pool. Adjustment to the Authority amount, if required, will need to be performed by the Resources/Reimbursable Analyst at the Center ZCOP2 - Change Cost Entry Screen (End User Procedure). . **Output:** Contact Center regarding exceeded budget authority.	**Note:** Generally the amounts that are costed and exceed the budget are cost pools since they are not validated against budget.
What If Un-Liquidated Advance is Not Sufficient to Cover Amount to be Billed? **Sales Invoice Processor** Bill Greater than Un-Liquidated Advance	1. If the un-liquidated advance is insufficient to cover the amount to be billed based upon analysis of PBR and Advance Report (GENREPORT21), then record cost amounts in the Postponed Billing Spreadsheet in TechDoc and note the identity of the Reimbursable Analyst/ Resources Analyst/POC at the Center. Adjustment to costs or collection of additional advance will need to be performed by the Resources/ Reimbursable Analyst at the Center ZCOP2 - Change Cost Entry Screen (End User	The amount of cost that exceeds the available advance will need to be postponed using T-Code DP91 prior to executing DP96 to create the Billing Requests per Processes 7 and 8 below. DP91 - Create

Process 6 –Run Pre-Billing Register and Analyze Billing

Roles and Responsibilities	Action	Tips/Notes
	Procedure). **Output:** Center to adjust cost or collect amount greater than Advance.	Resource-Related Billing Request (End User Procedure) .
What If a Bill is Created with a Debit and Credit on it? **Sales Invoice Processor** Bill Created Appropriately	1. If a bill is created with a debit (positive costs) (such as interest) and a credit (reduction in costs) (such as discounts) on separate WBS line items it can result in negative cost line items. Because costs (whether positive or negative) are posted as single items, the validation requires that the amounts are costed for the same WBS and fund and be totaled as a positive net value. 2. When there is a net credit, the bill needs to be cancelled using T-Code VF11, VF11 - Cancel A Reimbursable Bill (End User Procedure) the billing request needs to be rejected using VA02. VA02 - Create WCF Milestone Billing for SEWP or NSSC (End User Procedure) 3. The credit cost needs to be postponed using T-Code DP91 DP91 - Create Resource-Related Billing Request (End User Procedure) and then re-bill the debit cost using DP91. Do not create bills that include both a debit and a credit on separate line items. If a bill is created with a debit and a credit on the same commitment item, and the debits are greater than the credits, create a bill for the net amount due. Hold the credit until the positive cost comes in the following month(s) and creates a positive net value or the final bill is sent to the customer. 4. If no further cost increases occur, generate a bill with the credit costs and request via e-mail the Center to reclassify the credit	**Note:** Debit cost already billed on the line with current credit cost must equal or exceed the amount of the credit. Need to watch the migrated sales order lines.

Process 6 –Run Pre-Billing Register and Analyze Billing

Roles and Responsibilities	Action	Tips/Notes
	receivable to a down payment. If it is a final bill, we can refund the down payment using payment method 5 on the credit bill and executing the payment program for the refund. **Output:** Appropriate bill created.	
What If Bill is Created With an Incorrect Commitment Item? **Sales Invoice Processor** Bill Greater than Un-Liquidated Advance	1. If a bill is created with an incorrect commitment item, then coordinate with the Resources/Reimbursable/Cost Analyst or POC's at the Center to correct the commitment item. NSSC would not necessarily know that the commitment item is incorrect, therefore close coordination between the NSSC and the Center Resources/Reimbursable Analyst will be required. **Output:** Center to correct prior to recreating correct bill.	**Note:** Contact Center Reimbursable Accountant as POC.
What If Costs Exceed the Amount of the Agreement? **Center** Costs Exceed the Agreement Amount	1. If costs exceed the amount of the agreement based upon the analysis of the PBR and VA03/VA05, then research the issue first. Generally, since obligations are controlled by budget distribution, any costs that exceed the amount of the agreement will result from cost pool assessments. These will have to be worked with the Center to have the pool assessment reduced. Contact the Resources/Reimbursable Analyst at the Center. Once resolved, then may need to move/reject the cost (cancel) and re-bill correctly for the amount of the agreement. The Resources Analyst may need to modify the Sales Order to the amount of the billing. **Output:** Center to correct prior to creating bill.	**Note:** Contact Center Reimbursable Accountant as POC. **Note:** There is no edit in SAP to prevent bills being posted in excess of the agreement. There is funds control or edit checks for the budget amount. However, when funds are transferred to a cost pool, there is no funds control on the assessment of cost back to the Sales Order Line Item WBS/Fund.

Process 6 –Run Pre-Billing Register and Analyze Billing

Roles and Responsibilities	Action	Tips/Notes
		Also for all Sales Order line items with PY06 and prior funds, the funds control is at the Fund Center 6 digit funded program level, not at the Sales Order Line Item WBS/Fund level so could obligate and cost over the agreement amount.
What If You Need to Reverse a Billing Request That Has Not Printed? **Sales Invoice Processor** Reverse Billing Request	Use T-code VA02. VA02 - Create WCF Milestone Billing for SEWP or NSSC (End User Procedure) Enter doc number 8XXXXXXXX. Reject billing request by selecting icon to the right of rejection column. **Output:** Billing Request reversed.	If rejecting the entire bill, make sure each line is rejected. **Note:** DP96 creates a billing request that can be seen under the Sales Order. VF04 processes the billing requests to post and print the actual bills. To reverse a billing request, access VA02 and reject. (Ensure you don't reject the entire sales order in the drop down.) This rejection throws the cost back in the amount to be billed column in DP91.

Process 6 –Run Pre-Billing Register and Analyze Billing

Roles and Responsibilities	Action	Tips/Notes
		Note: The 8XXXX doc number on a printed bill is the accounting document under FI (Financial Accounting). It is not the same 8XXXX doc number that shows as a billing request on the Sales Order in VA03. **Note:** The billing request may be rejected for incorrect costs, incorrect date, etc.

PROCESS–Postpone Billable Costs

(Text-Diagram process or use existing process diagram)

Step 1

Postpone
Billable Costs

Sales Invoice
Processor

Roles & Responsibilities

Process 7 –Postpone Billable Costs

Roles and Responsibilities	Action	Tips/Notes
Step 1 **Sales Invoice Processor** Postpone Billable Costs	1. Once costs have been determined to be postponed, start the transaction using the menu path or transaction code DP91. If billing on the first two business days of the month, insert end date as of previous month to make sure that PBR and DP91 capture the same costs in the date range. If billing on last two business days of the month, do not use data parameters – run "wide open". DP91 - Create Resource-Related Billing Request (End User Procedure) **Output:** Billable costs are postponed. 2. To postpone cost in DP91, select Billing, Reject (vs. reject bill) and zero out amounts or reduce the amounts to be postponed on the line items. Ensure the amount being postponed moves to the Postponed column before saving.	Use DP91 to postpone cost and create individual billing request, or saved data to be used when DP96 is run to create the billing requests. Unlike rejected amounts, postponed amounts will be included as billable in the next month's Preliminary Billing Register. **Note:** Total postponed costs, and use with total Preliminary Billing Register above to reconcile with

Process 7 –Postpone Billable Costs

Roles and Responsibilities	Action	Tips/Notes
		Billing in VF04. **Note:** There is no way to determine who cancelled costs in DP91. This is a dynamic screen that is updated every time a user makes a change and saves data. **Note:** Never create an automatic IPAC bill with a debit and a credit on it. Create two separate bills, one bill with a debit and one bill with a credit. The Automatic IPAC Upload and Confirmation will not recognize a bill with a debit and credit line on the same bill, and will reject every time, causing necessary manual IPAC. The alternative is to manually IPAC the bill with a debit and credit.
What If Billable Cost Needs to Be Canceled? **Sales Invoice Processor** Billable Cost Canceled	If a billable cost needs to be cancelled, reject the cost using T-Code DP91. DP91 - Create Resource-Related Billing Request (End User Procedure) **Output:** Billable cost cancelled.	**Note:** Contrary terms in DP91; use "Billing, Postponed" to reject cost; use "Billing, Reject" to postpone cost. **Note:** DP96 is

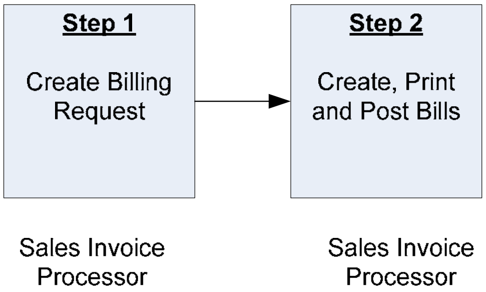
Process 7 –Postpone Billable Costs		
Roles and Responsibilities	Action	Tips/Notes
		used to create batch billing requests. Adjustments may be made in DP91 for a cost posted against a sales order. However, once the adjustments are completed, the user saves the data. When DP96 is executed, the program picks up the adjusted data for each sales order as well as all sales orders that are billed for their entire cost. The result is all billing requests are generated automatically.
What If Costs on Solely Travel Bills Do Not Reconcile to the Estimated Amount on the Agreement? **Sales Invoice Processor** Solely Travel Cost Reconciliation	If costs on solely travel bills do not reconcile to the estimated amount on the agreement, then wait to bill the customer for the full amount of the travel settlement (voucher) before billing the customer partially. **Output:** Solely Travel Costs Reconciled	**Note:** Centers should advise the NASA employees when providing a service to a customer to make an attempt to voucher for their travel within 5 days after returning from their trip. JSC bills only when all costs have been recorded. Therefore, JSC will provide a list of sales orders to be excluded from

Process 7 –Postpone Billable Costs

Roles and Responsibilities	Action	Tips/Notes
		NSSC billing run. If there is no list, contact the Center Reimbursable Accountant. For all other centers, costs will be billed monthly.
What If a Previously Cancelled Cost Needs to be Billed? **Sales Invoice Processor** Move Cancelled Cost to "To Be Billed" Column	If a previously cancelled cost needs to be billed, follow below procedures from EPSS: General - Move Cost Back from Canceled Column **Output:** Costs moved from Cancelled to "To Be Billed" Column.	**Note:** When moving cost from cancelled to "To Be Billed", you must save the data or it will not work. **Note:** Only a billing request will change the information in DP91. You must create the Billing Request to move the costs from "To Be Billed" to the "Billed" column, etc.

PROCESS–Create Billing Request and Print Bills

(Text-Diagram process or use existing process diagram)



Roles & Responsibilities

Process 8 –Create Billing Request and Print Bills		
Roles and Responsibilities	Action	Tips/Notes
Step 1 **Sales Invoice Processor** Create Billing Request	Start the transaction using the menu path or transaction code DP91 (for individual bills) or DP96 (for multiple bills – monthly billing cycle). DP91 - Create Resource-Related Billing Request (End User Procedure) Billing requests may be viewed in T-Code VA03 – Display a Sales Order. VA03 - Display A Sales Order (End User Procedure) **Output:** Billing request has been created in SAP.	DP91 is used for creating individual billing requests or for adjusting, postponing or rejecting cost and saving the data. DP91 may be used in specific instances where a single billing request is generated. DP96 is used for batch billing cost and generation of the billing requests. This is the standard T-Code used for monthly billing

Process 8 –Create Billing Request and Print Bills

Roles and Responsibilities	Action	Tips/Notes
		cycles. **Note:** Prior to printing bills, reconcile Preliminary Billing Register and Postponed/ Canceled/Rejected Costs to Billed Costs.
Step 2 **Sales Invoice Processor** Create, print, and post bills	Once the billing request has been created, create, print and post the bills using T-Code VF04. VF04 - Create and Print A Reimbursable Bill (End User Procedure) Ensure that all bills have been printed by comparing the bills with the Preliminary Billing printout. **Output:** Bills are created, printed and posted.	**Note:** Prior to highlighting and printing the bills, verify the total amount of the billing requests matches the total of the Preliminary Billing Register. If billing request was created for cost that was to be postponed on the PBR, reject the bad billing request (view in VA03 by SO # and reject bill request in VA02). If billing request was not created for a cost item that should have been created, create individual billing request in DP91 and re-run VF04. **Note:** Verify that all bills have been created using ZFI_AR_R_BRQ_NBIL.

Process 8 –Create Billing Request and Print Bills		
Roles and Responsibilities	Action	Tips/Notes
		Note: Run Reconciliation Analysis for Advances, Receivables, and Revenues (RFMFGRCN_RP1): TD 2310 (REIM): 2310/=4222 and Receivable: ITD 1310 (REIM)/=4251. **Note:** To reprint Reimbursable Bills after this process has been completed, use T-Code VF02. Enter the Billing Document you want reprinted, and click enter. On the upper menu, click on <GOTO>, click <Header>, then click <Output>. Top line should show Yellow Triangle in middle character space. Double click on Output. This will bring screen that shows SAP printer destination. If correct, click on Green Arrow back, and click on Save icon. This sends bill to printer. **Note:** On Default

Process 8 –Create Billing Request and Print Bills

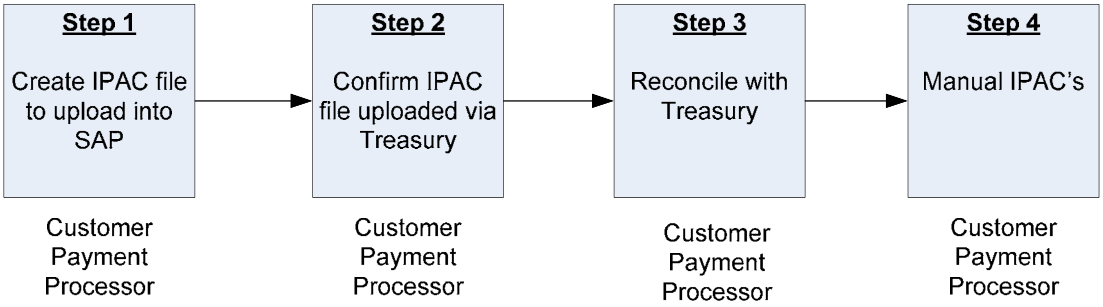
Roles and Responsibilities	Action	Tips/Notes
		Data tab, ensure date is set to Month End date of billing. **Note:** Mail bills, as requested by Center. Include Pay.gov insert located at N:\Accounts Payable_Accounts Receivable\Accounts Receivable\Pay.Gov, titled Pay Gov Bill Insert.doc. **Note:** Center will notify NSSC of final bill, and Center will close out Reimbursable Agreement. **Note:** Separate bills by those to be liquidated via advance, those to IPAC'd and those that are to be mailed to the customer.
What if a Customer Requests a Cost Recap? **Sales Invoice Processor** Provide customer with cost recap	If a customer requests a cost recap, pull the information from the agreement and travel manager and provide the recap sheet along with the bill to the customer. **Output:** Bills are created, printed and posted.	

Process 8 –Create Billing Request and Print Bills		
Roles and Responsibilities	Action	Tips/Notes
What if Corrections are Necessary after a Bill has been Posted? **Sales Invoice Processor** Cancellation of incorrect bill	If corrections are necessary after a bill has been posted, the bill needs to be cancelled, using T-Code VF11. VF11 - Cancel A Reimbursable Bill (End User Procedure) **Output:** Cancellation of incorrect bill.	**Note:** Payments and clearings need to be reset or reset and reversed using T-Code FBRA before the bill is canceled. FBRA - Reverse Clearing Document (End User Procedure) Use T-Code VF11 to cancel the bill. The original bill that was cancelled and the reversal bill need to be cleared against one another using T-Code F-30. F-30 - Update Status of Receivable to Clear (End User Procedure) Reverse the billing request in T-Code VA02. Use VA03 to retrieve the Debit Memo Request Number, which is the billing request number, to enter in VA02. Verify cost shows as billable again in T-Code DP91. DP91 - Create Resource-Related Billing

Process 8 –Create Billing Request and Print Bills		
Roles and Responsibilities	Action	Tips/Notes
		Request (End User Procedure) **Ensure date on cancelling document is in the current month; when cancel is complete, verify that accounting documents were created. This is where errors occur.** **Note:** The T-Codes for Sales Orders and Billing Requests are the same – VA02. Make sure that for Billing Requests use the 9-digit number starting with 8 to reject the Billing Request. (Sales Orders are five (5) digit numbers at present time.)

PROCESS–IPAC

(Text-Diagram process or use existing process diagram)


Step 1
Create IPAC file to upload into SAP
Step 2
Confirm IPAC file uploaded via Treasury
Step 3
Reconcile with Treasury
Step 4
Manual IPAC's
Customer Payment Processor
Customer Payment Processor
Customer Payment Processor
Customer Payment Processor

Roles & Responsibilities

Process 9 –IPAC		
Roles and Responsibilities	Action	Tips/Notes
Step 1 **Customer Payment Processor** Create IPAC file to upload into SAP	Start the transaction using the menu path or transaction code Z_FMFG_IPAC. *Z_FMFG_IPAC - IPAC Upload File Creation Process (End User Procedure)* Create a test file, and verify that the information matches IPAC bills printed from SAP. Those bills that are determined not to be IPAC'd (problem with bill, Credit Bill, etc.) may be blocked from collection by clicking on the line within the test file and setting the Block code to "A". If all bills for a particular customer are not to be IPAC'd, block at the customer level within T-Code XD02. XD02, XD03 - Change or Display A Customer Account (End User Procedure) Re-execute the test file again to validate that the bills not be IPAC'd are removed from the listing. Once the file is validated and ready for actual	Use this procedure to create the IPAC file to be sent to Treasury for collection of Federal Customer invoices. Make sure that you use the proper Center variant (Go To, Get Variant) from the transaction screen when doing Stop 1 of the IPAC run. Once the IPAC process is completed, the DRN document numbering (provided by the Treasury) needs to be input into the

Process 9 –IPAC		
Roles and Responsibilities	Action	Tips/Notes
	transmission, execute the program without the TEST mode. This will create the file and transmit it to Treasury. The output report will include clearing document numbers and document reference numbers for all invoices IPAC'd Export the transmission report. It is critical that you capture the document reference numbers. The number range is required in the next step which is the confirmation process. **Output:** IPAC interface created to be uploaded into SAP and automatic clearing of the bills within the customer's account against the IPAC transaction.	text and reference fields of each payment document in SAP and billing document that is IPAC'd. Perform this procedure when monthly billings have been created and we are ready to collect the bills via IPAC. **Note:** Can export report to Excel for future reference. **Note:** If any bills were cancelled, manually clear the documents prior to running the automatic IPAC (unless cancelled bill occurred the previous day). To review postings for the IPAC transactions, you can click on the clearing document number (i.e., 2000xxxxx) and the posting showing the customer number will appear. You can also drill down to see the actual General Ledger postings. **Note:** Treasury

Process 9 –IPAC

Roles and Responsibilities	Action	Tips/Notes
		does not accept IPAC's on the last four calendar days of the month. NSSC can run this process as early as the second business day of the month.
Step 2 **Customer Payment Processor** Confirm IPAC file uploaded via Treasury	Start the transaction using the menu path or T-Code FMFG_IPAC_CNFRM. FMFG_IPAC_CNFRM - IPAC Upload File Confirmation Process (End User Procedure) This process will post the General Ledger entry to Cash and reverse the AR In Transit posting. (DR 1010.5100, CR 1310.5000). This process also reverses any rejected IPAC transactions created in the Z_FMFG_IPAC process. When you go into the Confirmation transaction, the system requires several pieces of information to be entered from the Bulk File Status Report that is downloaded from the Treasury system. If an IPAC transaction was rejected by the Treasury, enter the Treasury Assigned File ID, Transactions Accepted, Transactions Rejected, Total Transactions, Amount of Accepted Transactions, and the Document Reference Number range from the Bulk File Confirmation Report. In the Rejected Transaction section, enter the Treasury Relative Record No from the exported file of the IPAC Upload from Step 1 above. Simulate posting to ensure no errors occur. If all looks correct, uncheck Simulate and execute. Print the confirmation report from SAP that appears on the screen. **Output:** Confirmation of IPAC interfaced via Treasury and the report of all invoices IPAC'd with the General Ledger document numbers that posted	Use this procedure to confirm the Treasury File update. Perform this procedure when the IPAC file was uploaded to Treasury. This process is done approximately one (1) hour after the IPAC was uploaded to the Treasury. Prior to executing the confirmation process, the operator must log into the Treasury System and execute the Bulk File Status Download. This will download a summary report and detail pages for each IPAC and each rejected transaction. Reconcile IPAC reports to SGL 1010.51000

Process 9 –IPAC

Roles and Responsibilities	Action	Tips/Notes
	the DR 1010.5100 and CR to 1310.5000.	Reconcile Accounts 1310 to 4251. Update Sales Order folder in TechDoc with all billing and IPAC documentation. **Note:** Can export report to Excel for future reference. **Note:** IPAC confirmations are saved in the IPAC system for two (2) years. **Note:** When a customer "pushes" funds via IPAC, post using F-28.
Step 3 **Customer Payment Processor** Reconcile with Treasury	Using FMFG_IPAC_CNFRM above, reconcile IPAC interface with Treasury activity. **Output:** IPAC's reconciled with Treasury.	
Step 4 **Customer Payment Processor** Manual IPAC's	For those few Customers who require manual IPAC due to information constraints, start the transaction by logging into the IPAC website, located at https:\\www.ipac.gov. 1. Enter user name and password, and hit enter. 2. Click on the IPAC icon in the upper left corner. 3. On the next screen, enter the Customer ALC, and click on the "Collection" button. 4. On the IPAC - Collection Entry screen, enter the	**Note:** List of customers requiring manual IPAC due to information constraints will be maintained on the NSSC shared drive, located at N:\Accounts Payable_Accounts Receivable\ Accounts

Process 9 –IPAC		
Roles and Responsibilities	Action	Tips/Notes
	following information: Sender Treasury Account Symbol; Purchase Order Number; Invoice Number; Receiver Department Code; Obligating Document Number; Quantity; Unit Price; Detail Amount; Pay Flag (Drop Down either Partial or Final); Unit of Issue; FSN/AAA/ADSN Number (if required; noted with asterisk); and Transaction Description. 1. Click on “SGL Accounts” Button on bottom of page. 2. On the SGL Accounts screen, enter “1010” in the SGL column, and enter the amount of the IPAC in the Debit Column. Enter “1310” in the SGL column, and the amount of the IPAC in the Credit column. Click OK on the bottom left of the screen. 3. On the “IPAC – Collection Entry” screen, click on the “Finished” button. Click on the “Print” button, and save the file to the appropriate folder in TechDoc. **Output:** Manual IPAC’s entered.	Receivable\Reports, titled “Manual IPAC Customers by Centers.xls”. This list will be updated as needed. This list will need to be reviewed prior to each automatic IPAC interface process. Purchase Order Number is the 9XXXXXXX SAP Bill Number. Invoice Number is the 8XXXXXXXXX SAP FI Invoice Number. Receiver Department Code is the first two digits of the Partner Code Number. Obligating Document Number is from the spreadsheet saved on the N drive. The number is a sequential number consisting of Center, Fiscal Year, Fiscal Month, and sequential digits. Transaction Description includes MIPR Number, Accounting Distribution, DSR

Process 9 –IPAC

Roles and Responsibilities	Action	Tips/Notes
		Number (if available), ALC Number, and Partner Code.
Step 5 **NSSC** Update IPAC Spreadsheet	1. All IPAC's are to be statused in Excel spreadsheets on the N-drive. 2. For Automatic IPAC's, update spreadsheet with DRN and SAP document numbers. 3. For Manual IPAC's, update spreadsheet with DRN and SAP document numbers. 4. Query IPAC.gov daily for specific Center. Update spreadsheet with status of outstanding IPAC's (i.e. Sent Advance to Center to post; Sent sale of Personal Property to Center to post; NSSC to post, etc.) 5. Update spreadsheet with as much information as possible, daily.	**Note:** Spreadsheet format and responsibility are still being worked; will update as details clarify.
What if a Customer Requests a Cost Recap? **Center** Customer Provided Cost Recap	If a customer requests a cost recap, forward the request to the Center and have the Center provide the information to the Customer. **Output:** Cost recap provided to Customer.	**Note:** For SSC, billing attachments (of cost breakout) need to be matched to bills prior to mailing and IPAC'ing.
What if Corrections are Necessary After a Bill has been Posted? **Sales Invoice Processor** Cancelled Bill	If corrections are necessary after a bill has been posted, cancel the bill using T-Code VF11 in SAP. VF11 - Cancel A Reimbursable Bill (End User Procedure) **Output:** Incorrect bill cancelled.	**Note:** IPAC has to be reversed through Treasury then SAP prior to using VF11 and reversing the bill. ***Note:** Remember to reset any liquidation prior to cancelling a bill.

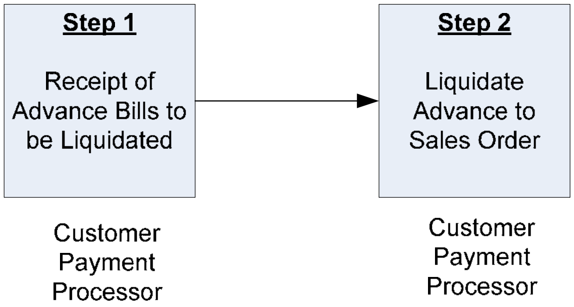
Process 9 –IPAC		
Roles and Responsibilities	Action	Tips/Notes
		FBRA - Reverse and Reset
What If IPAC is for Sale of Personal Property **Customer Payment Processor** Personal Property IPAC	1. If the NSSC Customer Payment Processor receives a Remedy ticket for the sale of Personal Property via IPAC, the Customer Payment Processor will forward the IPAC to the Center for verification that it is for the sale of Personal Property. 2. At this time, the Center's are still responsible for posting the proceeds for the sale of Personal Property, so the Center will post after verification that the IPAC is for the sale of Personal Property. 3. The e-mail communication is then attached to the Remedy ticket and closed. **Output:** Personal Property IPAC sent to Center.	
What if an IPAC needs to be reversed in a different month than originally entered? **Customer Payment Processor** **IPAC Reversal**	1. Pull IPAC from IPAC.gov 2. Go to FB03 (8XXXX) or VF03 (9XXXX) and enter document number. This will provide the Customer number for that bill. This will also provide the documents that are needed to be adjusted. 3. Go to FBRA and "reset" the 2XXXX clearing document. (Do not reset and reverse; only reset.) 4. Go to F-30. Enter the IPAC rejection date in the document date. 5. Enter ZX as document type. 6. Reference Number/Document Header/Clearing Text are all Voucher Number + Sequence Number, as a 12 digit	

Process 9 –IPAC

Roles and Responsibilities	Action	Tips/Notes
	number. 7. Click on Incoming Payment, using “50” as Postkey and “1010.5100” as Account. 8. Hit Enter and type in Amount. 9. Hit <More> and enter the Business Area. 10. Click on the Green Check Mark. 11. Click on <Choose Open Items>. 12. Enter Customer Account. 13. Click on <Process Open Items> and choose the 2XXX document number found above. 14. Go to <Document> / <Simulate>. 15. Verify that Business Area and Accounting Information are correct. 16. Click on the Post Key. 17. Verify via FBL5N that the bill is now open. 18. Give Rejection IPAC with information to Reimbursable Processor to research.	

PROCESS–Liquidation of Advances

(Text-Diagram process or use existing process diagram)


Step 1
Receipt of Advance Bills to be Liquidated
Step 2
Liquidate Advance to Sales Order
Customer Payment Processor
Customer Payment Processor

Roles & Responsibilities

Process 10 –Liquidation of Advances

Roles and Responsibilities	Action	Tips/Notes
Step 1 **Sales Invoice Processor** Separation of Advance Bills to be Liquidated	1. The NSSC Sales Invoice Processor separates those bills that are associated with Advances to be liquidated from remaining bills. **Output:** Separation of copies of all advance bills to be liquidated.	Pre-requisite: Advance must be posted to Sales Order and Cost has been billed. The ALDP can be run for bills that have two funds.
Step 2 **Sales Invoice Processor** Liquidate Advance to Sales Order	1. Run automated liquidation program ZFI_AR_ALDP or use T-code F-39. **General - ALDP Getting Started** F-39 - Manual Liquidation Of Advance (End User Procedure) 2. For automated liquidation, run ZFI_AR_ALDP in Calculation, No Posting	Cost must have been billed The bills and the liquidation documents will clear automatically at night. Update Sales Order folder in

Process 10 –Liquidation of Advances

Roles and Responsibilities	Action	Tips/Notes
	mode. 3. Analyze the list of bills produced for liquidating purposes. Validate that there is enough advance to liquidate each bill. 4. Save listing of bill to an Excel spreadsheet. 5. Sort the spreadsheet so that all bills with zero remaining A/R are together. 6. Validate that the zero remaining A/R bills are to be liquidated. 7. Run ZFI_AR_ALDP again in Calculation and Posting mode, copying the bills to be liquidated from the Excel spreadsheet. 8. Execute the transaction. 9. A listing of all bills automatically liquidated will be produced with the liquidation document numbers. 10. Print the liquidation report. **Output:** Advances liquidated against the bills.	TechDoc with all billing and liquidation documentation. T-Code: VF04 CR 4222 DR 4252 DR 1310 CR 5200 A710 & A714 T-Code F-39 DR 2310 CR 1310 **Note:** The ALDP can be used for credit bills. This will create the entire process of placing the funds back to the down payment. The Centers will not have to run F-29 to manually place the funds back on the down payment.
What if You Need to Reverse a Down Payment of a Reimbursable Bill that Has Been Cancelled? **Customer Payment Processor** Reversal of Down Payment of Cancelled Bill	If the bill has been liquidated, you must reset and reverse the liquidation using T-Code FBRA. FBRA - Reverse and Reset Once all liquidations have been reversed, you may reverse the advance by use of T-Code FB08. FB08 - Reverse A Down Payment (End User Procedure) **Output:** Down payment of cancelled bill reversed.	

Process 10 –Liquidation of Advances

Roles and Responsibilities	Action	Tips/Notes
What if the Advance is Insufficient to Liquidate the Bill? **Customer Payment Processor** Insufficient Advance to Liquidate Bill	If the advance is insufficient to liquidate the bill, cancel the bill using T-Code VF11. (VF11 - Cancel A Reimbursable Bill (End User Procedure)) After the bill is cancelled, postpone the cost that exceeds the available advance and re-bill up to the amount of the available advance using T-Code DP91. Liquidate the available advance against the new bill. Confer with the Resource Analyst to determine what should be the disposition of the remaining costs. **Output:** Appropriate bill created; communication with Center.	**Note:** This should be figured out prior to the bill being created (See Step 2.3 above). Don't bill if it can't be liquidated.
What if the Advance Needs to be Redistributed by Line Number? **Center** Advance Redistributed by Line Number	To redistribute the advance by line item, use F-31 (cash out) (F-31 - Cash Out For Reclassifed Credit Bill (End User Procedure)) and F-29 (cash in) (F-29 - Post Customer Down Payment For a Sales Order (End User Procedure)) to reduce a line item advance amount (D 2310.0000 and C 1010.5215) and increase another line item advance amount. **Output:** Advance redistributed by line number	**Note:** Reimbursable Accountant at Center needs to be notified so moves can be made in the Sales Order area. If advances need to be realigned, use 1010.6100 so it isn't mistaken for new cash/check. F-31 removes funds; F-29 is used to post the advance to proper sales order line items. Text is updated to track the movement from one line to another, one sales order to another, or one customer to

Process 10 –Liquidation of Advances

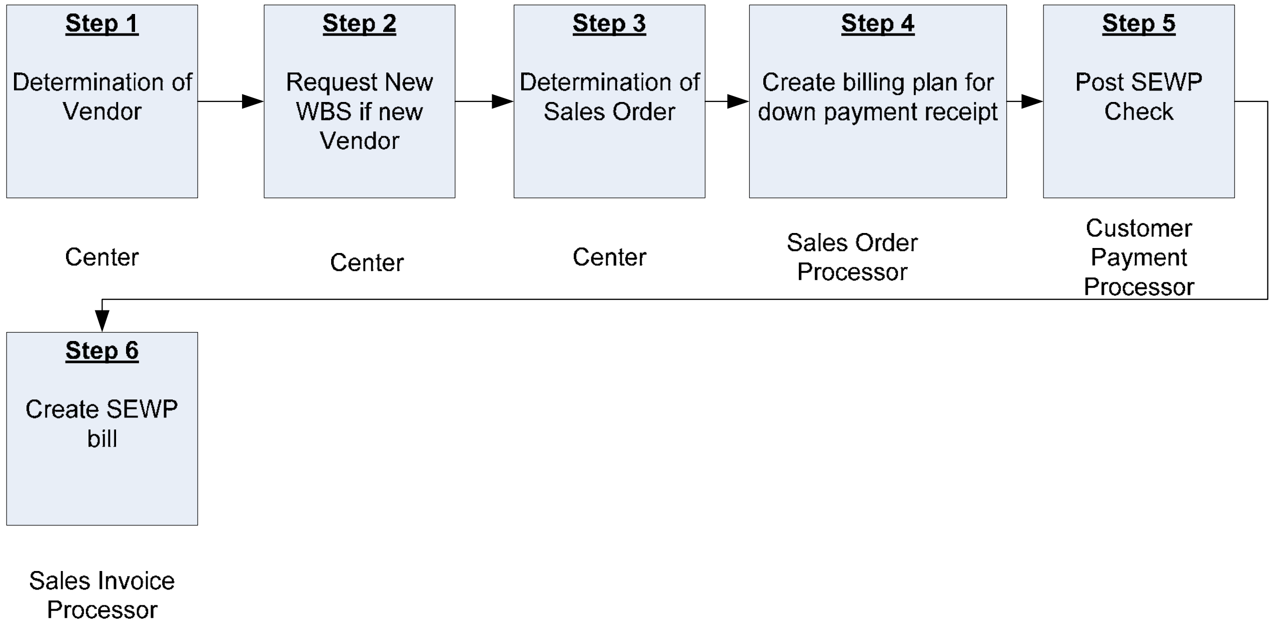
Roles and Responsibilities	Action	Tips/Notes
		another.
What if the Aggregate Sales Order Amount is Insufficient? **Center** Insufficient Aggregate Sales Order Amount	If the aggregate Sales Order amount is insufficient, contact the Center Resources/POC so they may request approval from the customer to move funding from a different year or from another Sales Order or additional funding. **Output:** Communication with Center regarding Sales Order amount.	
What if the Advance was Posted Incorrectly? **Center** Advance Posted Incorrectly	If the advance was posted incorrectly, correct the error. Follow the same procedure for redistribution of advance using the EPSS Job Aide for Realigning Advance. If bill was incorrect as well, re-bill the invoice using DP91 and liquidate the advance. **Output:** Advance posted correctly.	**Note:** All liquidations must be reset and reversed. Advance is reset and reversed using T-code FBRA. Advance is re-entered correctly. Liquidations are re-input. If billed amount exceeds unliquidated advance amount, then adjustment or cancellation of bill will be necessary.
What if the Advance Needs to be Refunded to the Customer? **Sales Invoice Processor** Advance Refunded	If an advance needs to be refunded to the Customer due to actual cost of Reimbursable Agreement being less than advance once all costs have been posted, follow EPSS General - Create SetUp Document to Refund advance thru Payment Program **Output:** Advance refunded to Customer.	**Note:** Center will determine with customer whether refund will be applied to new Reimbursable Agreement or if refund will be sent to customer. If new Reimbursable Agreement is to be established, Center will post refund to new

Process 10 –Liquidation of Advances

Roles and Responsibilities	Action	Tips/Notes
		Agreement and create WBS and Sales Order. If refund will be sent to customer, follow procedures to request AP to cut Treasury Check. ZF110_PRO - Create and Verify Payment Proposal (End User Procedure) ZF110_PRUN - Execute Payment Run

PROCESS–SEWP (Scientific Engineering Workstation Project)

(Text-Diagram process or use existing process diagram)


Step 1
Determination of Vendor
Center
Step 2
Request New WBS if new Vendor
Center
Step 3
Determination of Sales Order
Center
Step 4
Create billing plan for down payment receipt
Sales Order Processor
Step 5
Post SEWP Check
Customer Payment Processor
Step 6
Create SEWP bill
Sales Invoice Processor

Roles & Responsibilities

Process 11 –SEWP (Scientific Engineering Workstation Project)		
Roles and Responsibilities	Action	Tips/Notes
Step 1 **Center** Determination of Vendor	1. The Center will receive a new EPR, and determine if it is a new vendor. 2. If it is a new vendor, create a new account within the Customer Master. XK01 - Create ZREM Vendor (End User Procedure) **Output:** Determination of vendor.	

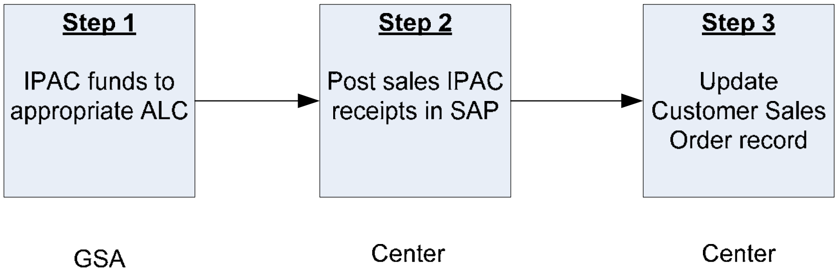
Process 11 –SEWP (Scientific Engineering Workstation Project)

Roles and Responsibilities	Action	Tips/Notes
Step 2 **Center Sales Order Processor** Request new WBS if new vendor	If this is a new Vendor, request Work Breakdown System (WBS) number from MdM Maintainer. **Output:** New WBS if new vendor	Use the new WBS in establishing the new Sales Order.
Step 3 **Center** Determination of Sales Order	**1.** Determine from Customer data if a new Sales Order needs to be created. Use T-Code VA01 to create a Sales Order using a Sales Order Type of "ZWCF". VA01 - Create A Sales Order (End User Procedure) **Output:** Sales Order created/verified.	A new Sales Order is created only for new Vendors. The same Sales Order is used for all checks received from the vendor. To modify a Sales Order, use T-Code VA02. VA02 - Add New Fund Year to Sales Order (End User Procedure) To view sales orders, use T-Code VA03. VA03 - Display A Sales Order (End User Procedure)
Step 4 **NSSC Sales Order Processor** Create billing plan for down payment receipt	There is a special job aid for creating the SEWP billing plan for the down payment request – EPSS End User Procedure (VA02 – Modify Sales Order) VA02 - Update Sales Order (End User Procedure) **1.** Under T-Code VA02 – Modify a Sales Order, select the WBS line for which the check is being posted. **2.** Click on the "Billing Plan" tab and establish	The down payment request will appear in the customers account with a document number beginning with "7000xxxx". The down payment requests are memo entries and to view them you need to check

Process 11 –SEWP (Scientific Engineering Workstation Project)		
Roles and Responsibilities	Action	Tips/Notes
	the Down Payment Request. **Output:** Billing plan created for down payment.	"Noted Items" under Type within the Line Items Selection criteria.
Step 5 **NSSC Customer Payment Processor** Post SEWP check	The NSSC Customer Payment Processor receives the SEWP check information via a Remedy Ticket. The NSSC Customer Payment Processor records the payment in SAP via T-Code F-29, and notifies the Center. There is a special job aid for posting SEWP advances – EPSS End User Procedure: F-29 - Post Advance Payment from WCF-SEWP or WCF-NSSC (End User Procedure) The posting of the advance requires selection of the Down Payment Request by clicking the "Requests" button on the second screen of the transaction. **Output:** SEWP check posted in SAP.	When the down payment is posted, it will clear the down payment request and set up the advance for automatic liquidation when the billing is completed.
Step 6 **NSSC Sales Invoice Processor** Create SEWP bill	The NSSC Sales Invoice Processor creates the SEWP Bill to liquidate the Down Payment posted in Step 4 above. There is a special job aid for SEWP billing – EPSS End User Procedure VA02 - Create WCF Milestone Billing for SEWP or NSSC (End User Procedure) 1. In VA02, access the SEWP Sales Order. 2. Click on the WBS line for which the down payment was posted. 3. click on the Billing Plan tab. 4. Establish a Billing line for the amount of the down payment. The bill and the down payment will be liquidated automatically when the bill is posted. **Output:** SEWP bill created in SAP.	The total down payment needs to be liquidated therefore. It is important that the bill be for the exact amount of the down payment.

PROCESS–Exchange/Surplus/Recycle Sales/Reimbursable Sales Order

(Text-Diagram process or use existing process diagram)



Step 1
IPAC funds to appropriate ALC
Step 2
Post sales IPAC receipts in SAP
Step 3
Update Customer Sales Order record
GSA
Center
Center

Roles & Responsibilities

Process 12 –Exchange/Surplus/Recycle Sales/Reimbursable Sales Order

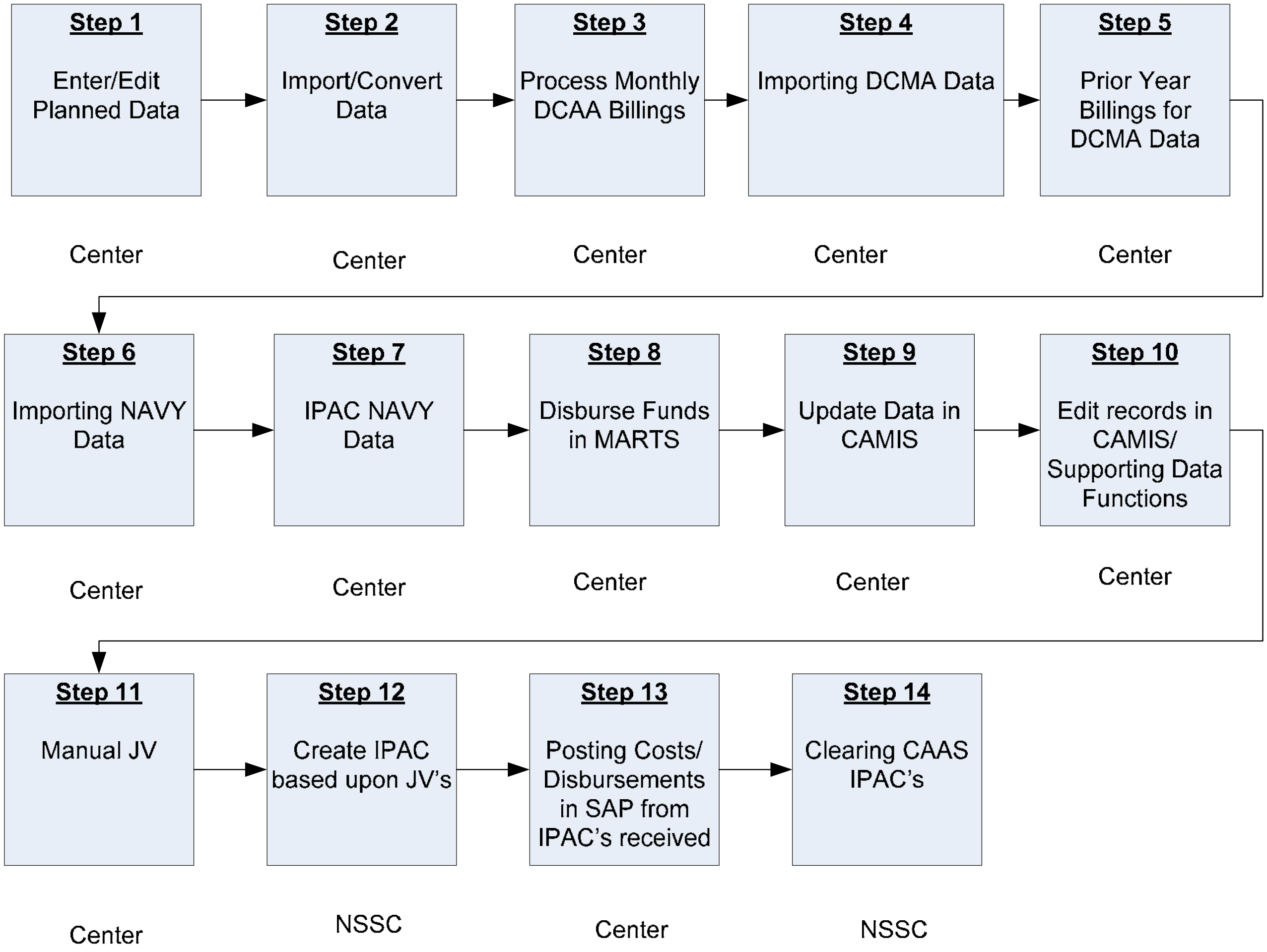
Roles and Responsibilities	Action	Tips/Notes
Step 1 **GSA** IPAC funds to appropriate ALC	1. GSA IPAC's receipts from excess sales to appropriate ALC. **Output**: Receipts deposited from Excess Sales	**Note:** The Property Disposal Office is involved in the sale of excess government property such as furniture, ADP, communication and photographic equipment to the general public. Depending on the excess item, there are three types of sales proceeds: exchange, surplus and recycle. Per MOA between NASA and General Services Administration (GSA), all excess

Process 12 –Exchange/Surplus/Recycle Sales/Reimbursable Sales Order		
Roles and Responsibilities	Action	Tips/Notes
		property sales will be through GSA. **Note:** GSA shall receive 20% of gross proceeds per sale, with the ALC receiving the remaining 80%. However, for those items designated by NASA as unique property, the fee for GSA services shall be 10% of the proceeds, with the remaining 90% sent to the ALC.
Step 2 **Center** Post Sales IPAC receipts in SAP	1. Post collections in SAP using T-Code F-29. Enter document date, DRN number from IPAC, Customer Number, Special General Ledger (A), Account, Business Area, Text (same as Reference), Amount, Due date (CD date), Fund (located in VA03), (VA03 - Display A Sales Order (End User Procedure)) 2. Fund Center, and Fund Reservation (Sales Order number and Code number from VA03). Click post, and record SAP document number. **Output**: IPAC receipts posted in SAP	**Note:** NSSC Accounts Payable pulls all IPAC's from Treasury system, and routes Accounts Receivable IPAC's to AR through Remedy via Document Imaging. Upon receipt of IPAC's, AR will contact Center and forward a copy of IPAC so Center can post IPAC in SAP.

Process 12 –Exchange/Surplus/Recycle Sales/Reimbursable Sales Order		
Roles and Responsibilities	Action	Tips/Notes
Step 3 **Center** Update Customer Sales Order Record	1. Verify that the dollar amounts from the sale are posted correctly to the proper customer. Using VA02, update the Sales Order. VA02 - Update Sales Order (End User Procedure) **Output:** Customer Sales Order record updated in SAP.	

PROCESS–CAAS (Contract Administration Auditing Service)

(Text-Diagram process or use existing process diagram)


Step 1
Enter/Edit Planned Data
Center
Step 2
Import/Convert Data
Center
Step 3
Process Monthly DCAA Billings
Center
Step 4
Importing DCMA Data
Center
Step 5
Prior Year Billings for DCMA Data
Center
Step 6
Importing NAVY Data
Center
Step 7
IPAC NAVY Data
Center
Step 8
Disburse Funds in MARTS
Center
Step 9
Update Data in CAMIS
Center
Step 10
Edit records in CAMIS/ Supporting Data Functions
Center
Step 11
Manual JV
Center
Step 12
Create IPAC based upon JV's
NSSC
Step 13
Posting Costs/ Disbursements in SAP from IPAC's received
Center
Step 14
Clearing CAAS IPAC's
NSSC

Roles & Responsibilities

Process 13 –CAAS (Contract Administration Auditing Service)		
Roles and Responsibilities	Action	Tips/Notes
Step 1 **Center** Enter/Edit planned Data	1. The Center users will log into CAMIS, and select “Enter/Edit Actuals” under “Data Entry Functions”. The User will enter the planned number of hours to be charged by each agency by Center. **Output:** Data entered into the CAMIS system.	
Step 2 **Center** Import/Convert Data	1. The user selects “Work With External Data” under “Data Entry Functions”. This will import and convert billing data from DCAA, DCMA, Navy and Air Force. **Output**: Data imported and converted.	
Step 3 **Center** Process Monthly DCAA Billings	1. DCAA will send e-mail with Excel data attachment detailing billing amounts. The Accountant will open each file and review the prime contractor field for completeness and review Other Reimbursable Charges field to verify nothing is entered. 2. Save the file as Text Tab deliminated file (.txt). 3. Sign into the CAMIS system, and select “Work with External Data”. Select “Import Raw Data from DCAA”, and click on files to be imported. When asked “You are about to run an amend query”, click “Yes”. 4. Enter “MMDDYY” in bill number field, and complete delivery date, invoice date, and date to be paid (three to seven days after it is entered into the system). 5. Select View/Print Validation report and verify accuracy. Print and date a copy. 6. Select “Add DCAA to Actuals”. Run CAMIS Bill Summary by Month by Agency” under “Comprehensive Reports” to verify that the process worked correctly. Verify that the biweekly bill amounts total to the monthly bill amount. When matched, send e-mail to DCAA to confirm proposed billing amount and okay to IPAC. DCAA processes the IPAC’s, not MSFC. The IPAC process deducts the billing amount from NASA’s	

Process 13 –CAAS (Contract Administration Auditing Service)		
Roles and Responsibilities	Action	Tips/Notes
	Treasury allotment. 7. The Certifying Officer pulls the completed IPAC's and provides to the Accountant. 8. The Accountant retrieves MARTS query "DCAS2001", contract administration funds obligated to DCAS2001. The Accountant selects a DCN and accounting code from the MARTS DCAS Report and disburses the funds through MARTS using disbursement code 80. 9. Screen-print the MARTS disbursement code 80 which shows the DCN and Accounting Code. 10. Log into CAMIS and update the bill number after receiving the IPAC. Select "Change Store Bill"option under "Miscellaneous Database Functions". 11. Update the schedule number in CAMIS by selecting Update Empty 'Date Paid' & 'Schedule Number' Fields" under "Miscellaneous Database Functions", and click "OK". 12. E-mail the sender that the files have been processed; e-mail each Center POC with their monthly, updated billing information as an Excel attachment. **Output**: Monthly DCAA Billings processed.	
Step 4 **Center** Importing DCMA Data	1. Accountant will receive e-mail from DFAS with the proposed billing amounts. 2. Log into MOST system. 3. When report displays, save file as DCMA2001, renaming to current month and year (MMYYYY), as an Excel file, in the appropriate directory. 4. Close Impromptu. 5. Open Excel and save file as text tab delimited (*.txt). 6. Log into CAMIS system. 7. To get to the External Data Options, choose "Work With External Data" from the CAMIS Database Switchboard. 8. Click on the "Import DCMA Raw Data" option from the Defense Contract Management Agency section of the "Work	**Note:** DCMA payments cannot be processed until the e-mail from DFAS is received to verify data against ECARS.

Process 13 –CAAS (Contract Administration Auditing Service)		
Roles and Responsibilities	Action	Tips/Notes
	With Data From Agency Files" menu. Open the correct *.txt file. 9. Click on the "Convert DCMA Data" option from the Defense Contract Management Agency section of the "Work With Data From Agency Files" menu, and click "OK". 10. NASA will pay for only three regions: NorthEast, West, and Central International. Leave all other record fields alone. 11. Enter invoice date (date of the e-mail from DFAS), date of delivery (last day of billing month), and date paid (seven days in advance of today's date). 12. Click on "Save Changes", click "Done", and click "Yes" to import. 13. Click on the "View/Print DCMA Validation Report" from the Defense Contract Management Agency section of the "Work With Data From Agency Files" menu. Select File/Print/Okay to print the report, then select File/Close to close the report. 14. Verify the numbers from DFAS e-mail; once verified, send verification e-mail to DFAS to allow to IPAC. 15. Write month and year on report. 16. To add DCM Actuals, click on "Add to DCMA Actuals" from the Defense Contract Management section of the "Work With Data From Agency Files" menu; click Yes, click OK, then close CAMIS. 17. To update data on CAMIS, select "Update Empty 'Date Paid' & 'Schedule Number' Fields" under "Miscellaneous Database Functions", and click OK. **Output**: DCMA data imported.	

Process 13 –CAAS (Contract Administration Auditing Service)

Roles and Responsibilities	Action	Tips/Notes
Step 5 **Center** Prior Year Billings for DCMA Data	1. Click on "Add a Record" under "Enter/Edit Actuals". 2. Enter the bill number and all fields known. 3. Save changes and print copy for files. 4. For prior year billings with credit amounts, verify that negative hours are input in the hours field, and click Save Changes. 5. Run Validation Report. 6. Once validated, e-mail DFAS that they may IPAC. 7. Save changes. **Output**: Prior year DCMA data billings created.	
Step 6 **Center** Importing NAVY Data	1. When the file arrives from the Navy via e-mail, save the file as a comma delimited file, *.csv. 2. Click on the "Import Navy Raw Data" option from the Navy section of the "Work With Data From Agency Files" menu. 3. Open the *.csv file from the saved location, and click OK that the data was successfully imported. 4. Click on the "View/Print NAVY Validation Report" from the NAVY section of the "Work With Data From Agency Files" menu. 5. Select File/Print/Okay to print, then close the report by selecting File/Close. 6. Verify numbers on report with numbers from e-mail. Upon verification, add to Actuals. 7. Write reporting period on hardcopy CAMIS report. **Output**: NAVY data imported.	
Step 7 **Center** IPAC NAVY Data	1. Log into IPAC system. 2. Enter Prepare Transaction and ALC, and click on "Disbursement". 3. Enter required data on IPAC Disbursement screen: Contact name – first and last; telephone number; Customer ALC; Amount on bill; Purchase Order from bill; Appropriation Symbol; and Description Field (must enter the MIPR number, Order number, Bill number, NASA POC and phone number, DFAS POC name and	**Note:** There is an informal agreement among agencies that no IPAC's will be input the last three days before month end. Do not pay the bills until the billing amounts have been verified

Process 13 –CAAS (Contract Administration Auditing Service)

Roles and Responsibilities	Action	Tips/Notes
	phone number, program code, appropriation code, and amount of disbursement). 4. Click on Finish or Continue button. 5. Click on Save Entry. 6. Answer “No” to “Enter another disbursement?”, and exit. 7. Select the “Setting up Transfers” menu item. 8. Scroll down to your entry, which is usually the last entry. 9. Select F7 or the Enter key. 10. Enter “Yes” to ‘Generate a transfer file?”, and press any key to continue. 11. Exit this menu, then select “Connect to Host”. 12. Select the next available schedule number in the schedule number book from Certifying Officer. Complete required information in log book, and write schedule number on NAVY bill. 13. Hit Enter key when Interface menu appears. 14. Generate print screen of data. 15. At Interface menu, select “Disconnect from Interface”. 16. At Main menu, select “Set up Transfer” and then “Transfer File”. **Output**: NAVY data IPAC’d	to be correct. Once verified, the funds are disbursed timely. Delays in payments are generally due to other agencies not submitting the data in the required format. **Note:** Description field is only four lines long and a maximum of 80 characters. The description field is the only section that prints on the IPAC report, so it is important to enter the noted data for reference purposes. **Note:** On the IPAC Gateway Screen, verify that the Document Reference is showing in far right column. This is proof that the IPAC was successful. As a double check, look for the Document Reference number on the printed IPAC report.

Process 13 –CAAS (Contract Administration Auditing Service)

Roles and Responsibilities	Action	Tips/Notes
Step 8 **Center** Disburse Funds in MARTS	1. The accountant pulls a MARTS query called DCAS2001, which shows the contract administration funds obligated to DCAS2001. 2. The accountant selects a DCN and accounting code from the MARTS DCAS report and disburses the funds through MARTS using disbursement code 80. 3. Make a screen print of the MARTS disbursement code 80, which shows the DCN and Accounting Code. **Output**: Funds disbursed in MARTS.	**Note:** File printed CAMIS validation report, IPAC pulled by the Certifying Officer, disbursement page, the MARTS screen print, and DCAA's e-mail and batch this documentation.
Step 9 **Center** Update Data in CAMIS	1. Log into CAMIS and update the bill number after receiving the IPAC. Select "Change Store Bill Number" option under "Miscellaneous Database Functions". 2. Update the schedule number in CAMIS by selecting "Update Empty 'Date Paid' & 'Schedule Number' Fields" under "Miscellaneous Database Functions". Click on OK. **Output**: Data updated in CAMIS.	**Note:** Notify via e-mail each Center POC of their monthly, updated billing information as an Excel file attachment. **Note**: To print CAMIS reports, select "Go To Report Printing Center" option from the CAMIS home page. Four groups of reports are available to select from, including: Validation Reports, Comprehensive Reports, Planned vs. Actuals Reports, and Forecasting Reports.

Process 13 –CAAS (Contract Administration Auditing Service)

Roles and Responsibilities	Action	Tips/Notes
Step 10 **Center** Edit records in CAMIS/Supporting Data Functions	1. To enter/edit agencies, select “Enter/Edit Agencies” from the home page. This option allows user to change the annual billing rate for each agency. 2. To update the Center name and/or acronym, select “Enter/Edit Centers. 3. To edit DCMA Billing Information, select “Edit DCMA Billing Information” from the “Supporting Data Functions” category. 4. To enter/edit DCMA Center Acronyms, select “Enter/Edit DCMA Center Acronyms” from the “Supporting Data Functions” category of menus. 5. To enter/edit agency functions, select “Enter/Edit Agency Functions List” from the “Supporting Data Functions” category of menus. **Output**: Records updated in CAMIS.	**Note:** Use Enter/Edit Agencies when the rates change at the beginning of the year. **Note:** Currently the Accountant does not perform edits to billing information, Center acronyms, or agency functions, but submits an RFS to the CAMIS Systems Administrator for updates when necessary.
Step 11 **Center** Manual JV	1. Each Center prepares a manual Journal Voucher (JV) for the costing and cash for each Center. 2. Once the JV has been entered and posted, send e-mail notification to the NSSC and to MSFC, who will in turn enter JV’s for all Centers on MSFC’s books. **Output**: Manual JV entered into SAP.	
Step 12 **Center** Prior Year Billings for DCMA Data	1. Based upon e-mail notification, NSSC will run FBL3N query in SAP using GL Account 6100.9920 to find CAAS JV entries to increase cost and decrease cash. 2. Log into IPAC.gov and enter IPAC’s based upon JV research above. **Output:** IPAC created based upon JV’s.	**Note:** NASA DOD agreement is stored on the N-drive at this location: N:\Accounts Payable_Accounts Receivable\Accounts Receivable\AR – CAAS, titled “NASA-DOD AGREEMENT PACKAGE.pdf” and “NASA-DOD SIGNED

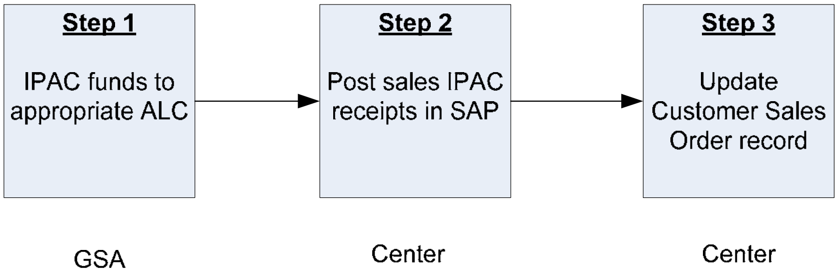
Process 13 –CAAS (Contract Administration Auditing Service)		
Roles and Responsibilities	Action	Tips/Notes
		AGREEMENT – PAGE 1 ONLY.pdf.
Step 13 **Center** Post Costs/Disbursements in SAP from IPAC's Received	1. In SAP, enter T-Code MIRO. MIRO - Enter Invoice Data and Post Invoice (Invoice or Credit Memo) (End User Procedure) **Output:** Costs/Disbursements from IPAC's received posted in SAP.	**Note:** Enter Invoice date as the Accomplished Date from the IPAC. The reference field will be populated with the document reference number and the detail number listed on the IPAC payment sheet. The text field is the same information listed in the reference field. On the Payment Tab, Payment Method is Z for invoices, Payment Terms are IPAC, and Pyament Method Supplement is the Center responsible for processing CAAS payments. On the Details tab, select "IPAC Invoice" for Doc Type; enter contract number under the PO reference field; select the line for payment, utilizing the FIFO method; and enter the amount of the invoice. When the green dot appears indicating that

Process 13 –CAAS (Contract Administration Auditing Service)

Roles and Responsibilities	Action	Tips/Notes
		everything has been completed, post the payment by clicking on the disk icon. Write the SAP generated document number on the IPAC invoice.
Step 14 **NSSC** Clearing CAAS IPAC's	1. To clear to cash CAAS IPAC's, use T-Code F-53. F-53 - Post Outgoing Payments Clear to Cash 2. Enter the document date and document number. 3. Verify the type (KZ) and company code (NASA). 4. In the Bank Data box, enter the account (1010.6100), the Business Area, and the amount posted in MIRO. 5. In the Open Item Selection box, enter the account number (vendor number). 6. Click on "Process Open Items". 7. The next screen will confirm the information entered. Verify amounts being cleared, and click save. 8. On the next screen, the amount should be zero. This will bring you back to the first screen, where you will click Post. 9. Write the clearing document number on the documents. **Output:** IPAC's cleared in SAP.	**Note:**

PROCESS–Royalty Procedures Accounts Receivable

(Text-Diagram process or use existing process diagram)


Step 1
IPAC funds to appropriate ALC
Step 2
Post sales IPAC receipts in SAP
Step 3
Update Customer Sales Order record
GSA
Center
Center

Roles & Responsibilities

Process 14 –Royalty Procedures Accounts Receivable		
Roles and Responsibilities	Action	Tips/Notes
Step 1 **Licensee** Receive Royalty Payments and Forward to NSSC AR	1. Licensee receives Royalty Checks and Pay.gov Royalty Payments and forwards to NSSC AR via Federal Express. **Output**: Receipt of Royalty Checks and Pay.gov Royalty Payments	**Note:** To be an eligible recipient, one must be an inventor on a licensed patent or patent application who was either a NASA employee at the time the licensed invention was developed or if not a NASA employee at the time the licensed invention was developed has assigned his or her rights directly to NASA. **Note:** GSA shall receive 20% of gross proceeds per sale, with the ALC receiving the

Process 14 –Royalty Procedures Accounts Receivable		
Roles and Responsibilities	Action	Tips/Notes
		remaining 80%. However, for those items designated by NASA as unique property, the fee for GSA services shall be 10% of the proceeds, with the remaining 90% sent to the ALC.
Step 2 **NSSC Accounts Receivable** Receive Royalty Payments	1. NSSC Accounts Receivable receives Royalty checks and Pay.gov notices from Licensee and CA$HLINK. 2. NSSC AR deposits check and provides information to Center via e-mail for Center to post in SAP	
Step 3 **Center Accounting Office** Post Royalty Payments in SAP	1. Center Accounting Office receives via e-mail notification from NSSC of deposit of Royalty Payment. 2. Center posts Royalty Payment in SAP 3. Center notifies NSSC via Contact Center of completed SAP posting.	
Step 4 **NSSC AR** Send Copy of Check to Center License Administrator	1. NSSC AR sends copy of check to Center License Administrator. 2. Center License Administrator creates spreadsheet (See Accounts Payable Royalty Procedures Process Flow for details.).	
Step 5 **Center Director** Receive Letter of Availability of Funds	1. Center Director receives letter of availability of funds.	

Process 14 –Royalty Procedures Accounts Receivable

Roles and Responsibilities	Action	Tips/Notes
Step 6 **Center Director** Send Letter Specifying Distribution of Funds	1. Center Director sends to Center License Administrator a letter specifying how funds are to be distributed.	
Step 7 **Center License Administrator** Receives Letter Specifying Distribution of Funds	1. Center License Administrator receives letter from Center Director specifying how funds are to be distributed. 2. Center License Administrator sends letter to Center Accounting Office authorizing usage of Center's portion of Royalty Proceeds according to Center Director specifications.	
Step 8 **Center Accounting Office** Create Sales Order	1. Center Accounting Office creates Sales Order using T-Code VA01	**Note:** One Sales Order should be used for all Royalty payments. A new line item should be added to represent new year funding. If an amount needs to be increased or decreased within a year, it can be done using the condition tab within a line item.
Step 9 **Center Accounting Office** Distribute Budget	1. Center Accounting Office distributes budget using T-Code FMBB.	

Process 14 –Royalty Procedures Accounts Receivable		
Roles and Responsibilities	Action	Tips/Notes
Step 10 **Center Accounting Office** Create Customer Down Payment	1. Center Accounting Office creates Customer Down Payment using T-Code F-29.	**Note:** This moves money from clearing fund to Reimbursable Fund. Reference Sales Order Number on Down Payment, which determines the fund.
Step 11 **NSSC AR** Create Billing Request	1. NSSC AR creates resource related billing request using T-Code DP91 through normal processing.	
Step 12 **NSSC AR** Bill Customer	1. NSSC AR bills Customer using T-Code VF04 through normal processing.	
Step 13 **NSSC AR** Clear Down Payment	1. NSSC AR clears down payment using T-Code F-39 through normal processing.	
Step 14 **NSSC AR** Manual Clearing, if necessary	1. NSSC AR manually clears documents using T-Code F-30, if clearing fails.	**Note:** Manual clearing is not necessary because automatic clearing occurs nightly with the clearing program. If auto clearing fails, liquidation can be cleared manually.

METRICS

Initiating Office/Entity	Deliverable (Output)	Receiving Office/Entity	Metric
NSSC Accounts Receivable	[Name of deliverable]	[Name of office/entity]	Number of checks/cash received Goal = [Describe]
NSSC Business Office	[Name of deliverable]	[Name of office/entity]	[Describe metric] Goal = [Describe]
NSSC Debt Collection Agent			

PRIVACY DATA

All participants involved must ensure protection of all data covered by the Privacy Act.

SYSTEM COMPONENTS

Existing Systems

[Use system descriptions from RFP J-03 Technical Exhibit 9 (TE 9 – Existing IT Systems).]

IT System Title	IT System Description	Access Requirements	IT System Interfaces
Remedy	System for receiving and tracking receipts	User role at NSSC	
SAP	Integrated Financial Management System	User role at NSSC	
TechDoc	System for storing, reporting, and documenting data	User role at NSSC	

New Systems

[Use system descriptions from RFP J-03 Technical Exhibit 8 (TE 8 – New IT Systems).]

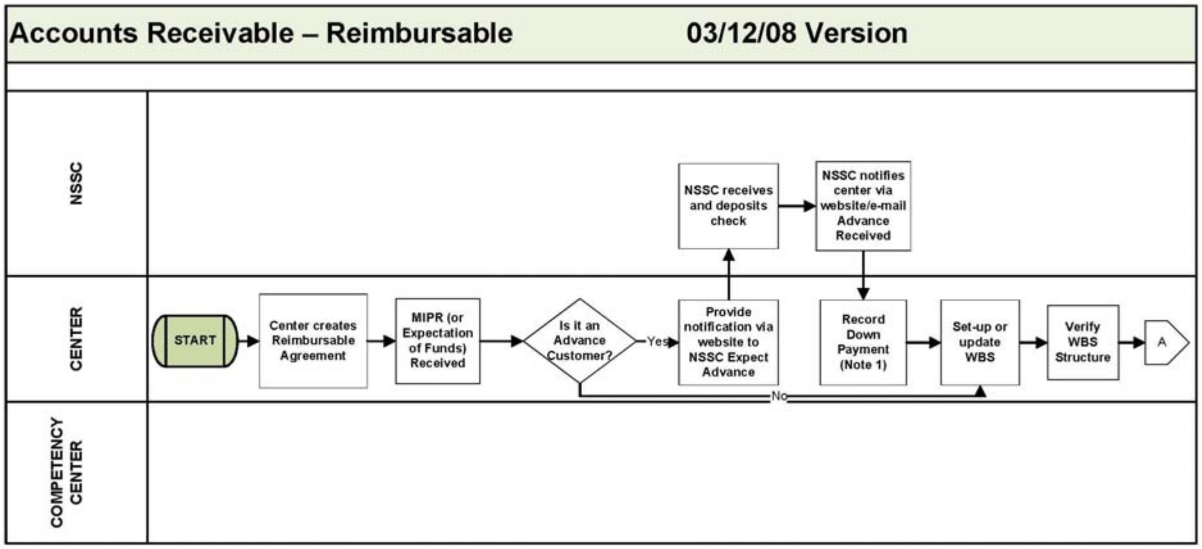
IT System Title	IT System Description	Access Requirements	IT System Interfaces

CUSTOMER CONTACT CENTER STRATEGY

The NSSC Contact Center Service Delivery Guide provides details regarding menu positioning, routing, an escalation of inquiries for this activity.

APPENDICES

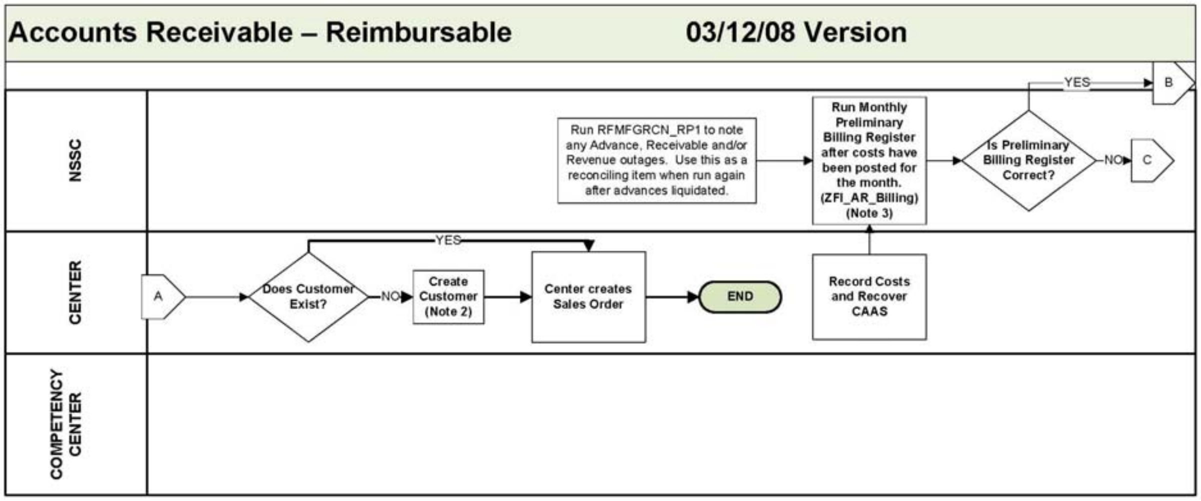
Appendix A-Visio Cross Functional Flowchart Process Flow


Accounts Receivable – Reimbursable
03/12/08 Version
NSSC
CENTER
COMPETENCY CENTER
START
Center creates Reimbursable Agreement
MIPR (or Expectation of Funds) Received
Is it an Advance Customer?
Yes
No
Provide notification via website to NSSC Expect Advance
NSSC receives and deposits check
NSSC notifies center via website/e-mail Advance Received
Record Down Payment (Note 1)
Set-up or update WBS
Verify WBS Structure
A

Note 1: Transaction Code F-29 – Perform this procedure when an advance has been received and a Sales Order has been established. Run ZFI_AR_BILLING – Preliminary Billing Register to review status of down payments.

If Day of Week = Thursday or Checks/Cash => $5,000, then take to bank, if not, then hold.

1 PRINTED DOCUMENTS MAY BE OBSOLETE. VALIDATE PRIOR TO USE 12/13/2007

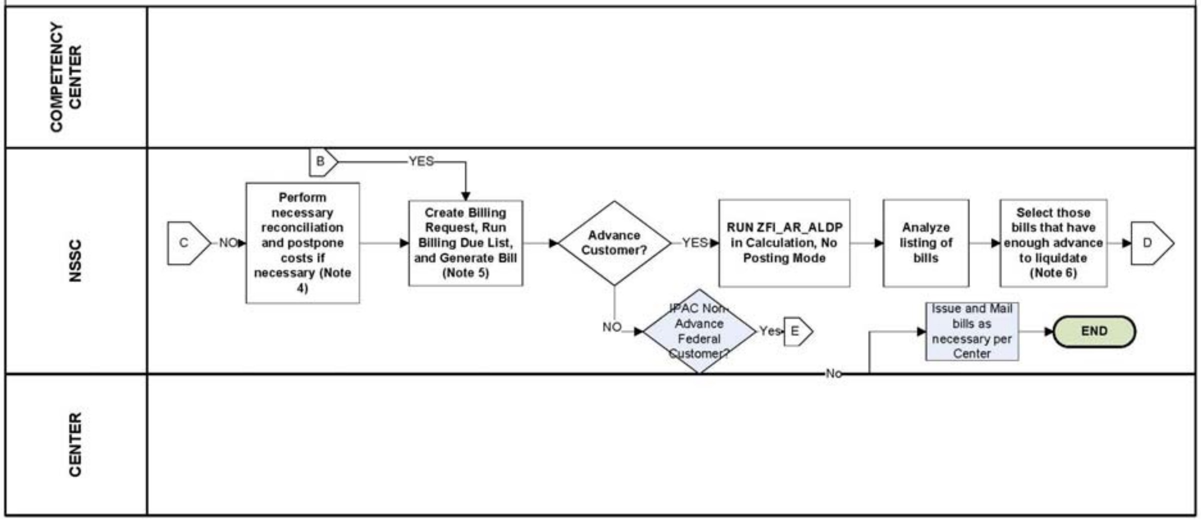

Accounts Receivable – Reimbursable
03/12/08 Version
NSSC
CENTER
COMPETENCY CENTER
A
Does Customer Exist?
NO
YES
Create Customer (Note 2)
Center creates Sales Order
END
Record Costs and Recover CAAS
Run RFMFGRCN_RP1 to note any Advance, Receivable and/or Revenue outages. Use this as a reconciling item when run again after advances liquidated.
Run Monthly Preliminary Billing Register after costs have been posted for the month. (ZFI_AR_Billing) (Note 3)
Is Preliminary Billing Register Correct?
YES
B
NO
C

Note 2: New customer accounts for Direct Accounts Receivable will be established by the NSSC. The NSSC process will include an additional review of the new/revised customer accounts once the new/revised customer account has been established. New/revised customer accounts for Reimbursable Accounts Receivable are established by the Center.

Note 3: The Center Cost Accountant will notify the NSSC POC via e-mail that all costs have been posted and it is okay to start the billing process. Record total of PBR for future reconciliations.

2 PRINTED DOCUMENTS MAY BE OBSOLETE. VALIDATE PRIOR TO USE 12/13/2007

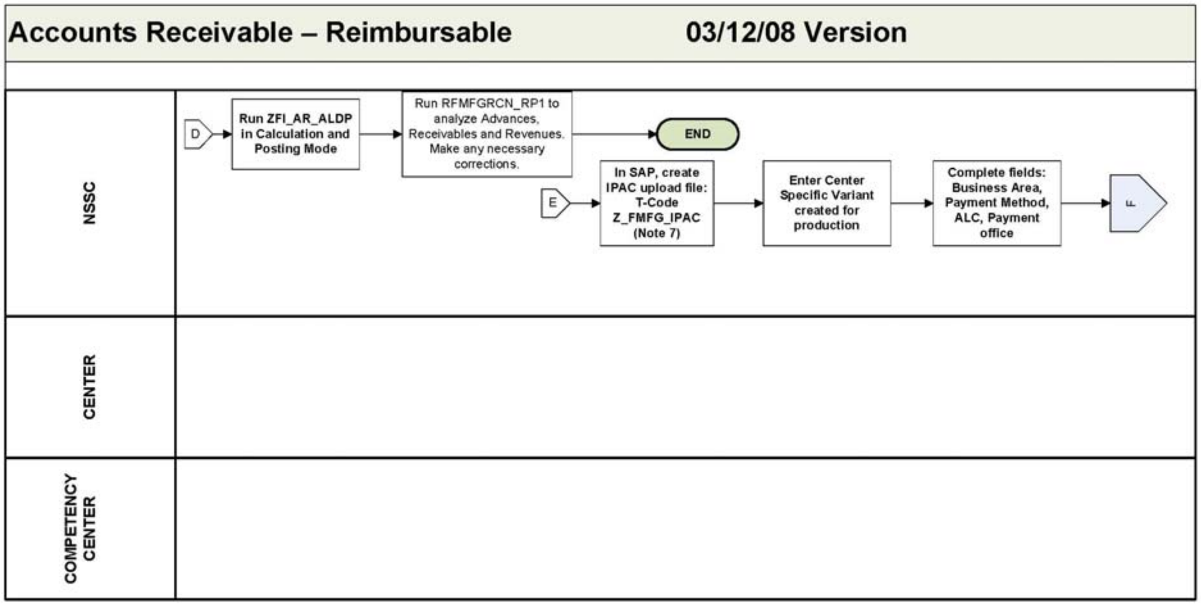
Accounts Receivable – Reimbursable 03/12/08 Version


COMPETENCY CENTER
NSSC
CENTER
B
YES
C
NO
Perform necessary reconciliation and postpone costs if necessary (Note 4)
Create Billing Request, Run Billing Due List, and Generate Bill (Note 5)
Advance Customer?
YES
RUN ZFI_AR_ALDP in Calculation, No Posting Mode
Analyze listing of bills
Select those bills that have enough advance to liquidate (Note 6)
D
NO
IPAC Non Advance Federal Customer?
Yes
E
No
Issue and Mail bills as necessary per Center
END

Note 4: Total all postponements/ cancellations/ rejections and record for future reconciliations. Use this along with total of PBR from Note 3.

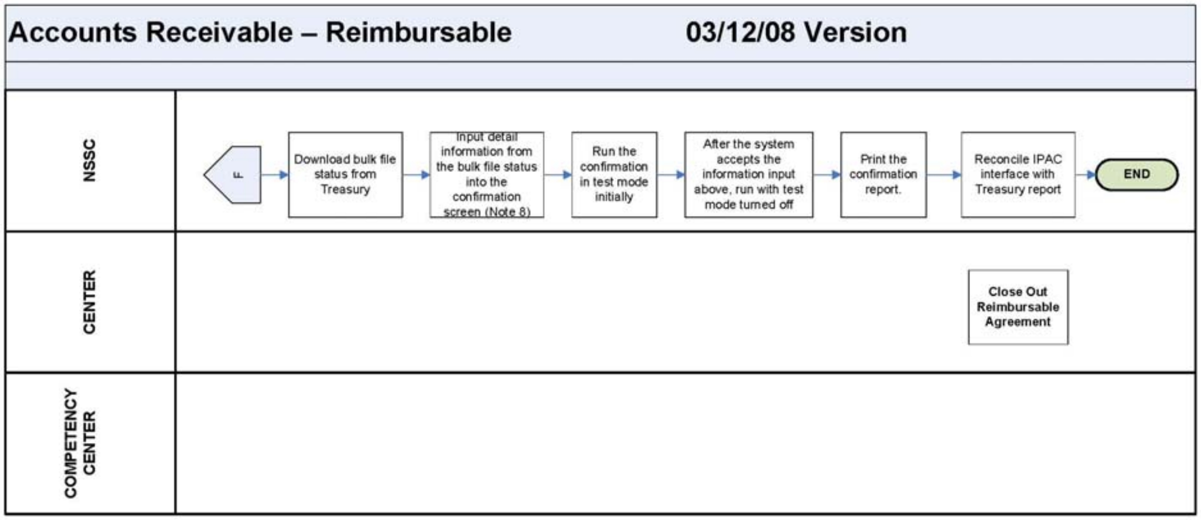
Note 5: Billing Request – DP91 or DP96; Run Billing Due List/Printing of Bills - VF04 Coordinate with Reimbursable Accountants on issues such as excluding bills or correcting amounts, etc. Reconcile billing request with total PBR amount from Note 3 and total postponements from Note 4. If any discrepancies occur, correct at this time by creating new billing request in DP91 or rejecting the bad billing request in VA02.

Note 6: For ALDP (Automatic Liquidation of Down Payment), sort the invoices on the ALDP listing so that those with a zero AR remaining balance are together. Export those lines to a spreadsheet. Copy the list of bill numbers to be liquidated to the screen on the next chart where the liquidations are posted. Reconcile list of those bills to be liquidated with those liquidated in test mode. Make any necessary corrections prior to final liquidation and posting.

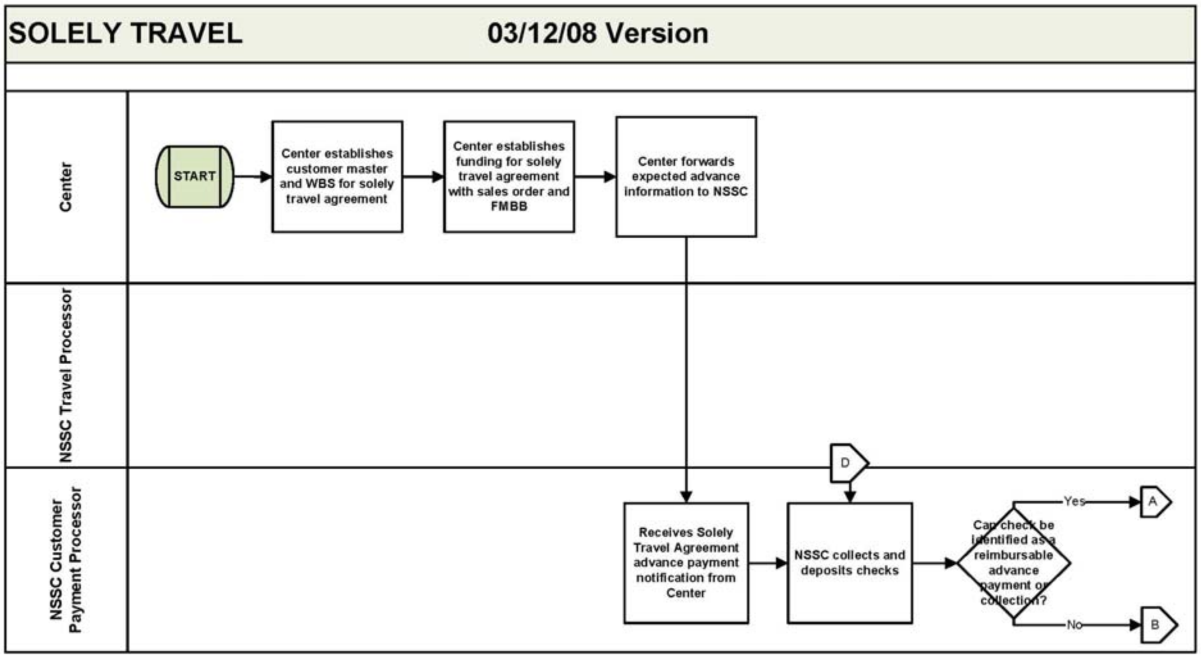

Accounts Receivable – Reimbursable
03/12/08 Version
NSSC
CENTER
COMPETENCY CENTER
D
Run ZFI_AR_ALDP in Calculation and Posting Mode
Run RFMFGRCN_RP1 to analyze Advances, Receivables and Revenues. Make any necessary corrections.
END
E
In SAP, create IPAC upload file: T-Code Z_FMFG_IPAC (Note 7)
Enter Center Specific Variant created for production
Complete fields: Business Area, Payment Method, ALC, Payment office
F

Note 7: IPAC (Intragovernmental Payment and Collection System) In SAP use transaction code: Z_FMFG_IPAC to initiate process in SAP, follow desktop procedures, when complete, contact Competency Center at Marshall to get confirmation information, then confirm IPAC by t-code FMFG_IPAC_CNFRM. Center and NSSC capable to have access to confirmation information. Initiating IPAC creates and uploads file to Treasury, posting is a debit to 1310.5000 A/R in Transit and a Credit to 1310.0000-A/R account. Document Type ZQ. 2nd step creates SGL entry that is a debit to 1010.5100 (cash) and credit to 1310.5000, A/R in Transit, document type – ZR. Also reference EPSS instruction: https://epssprod01.ifmp.nasa.gov/nav/index.htm. .

SUBJECT: Accounts Receivable Reimbursable SDG


Accounts Receivable – Reimbursable
03/12/08 Version
NSSC
CENTER
COMPETENCY CENTER
F
Download bulk file status from Treasury
Input detail information from the bulk file status into the confirmation screen (Note 8)
Run the confirmation in test mode initially
After the system accepts the information input above, run with test mode turned off
Print the confirmation report.
Reconcile IPAC interface with Treasury report
END
Close Out Reimbursable Agreement

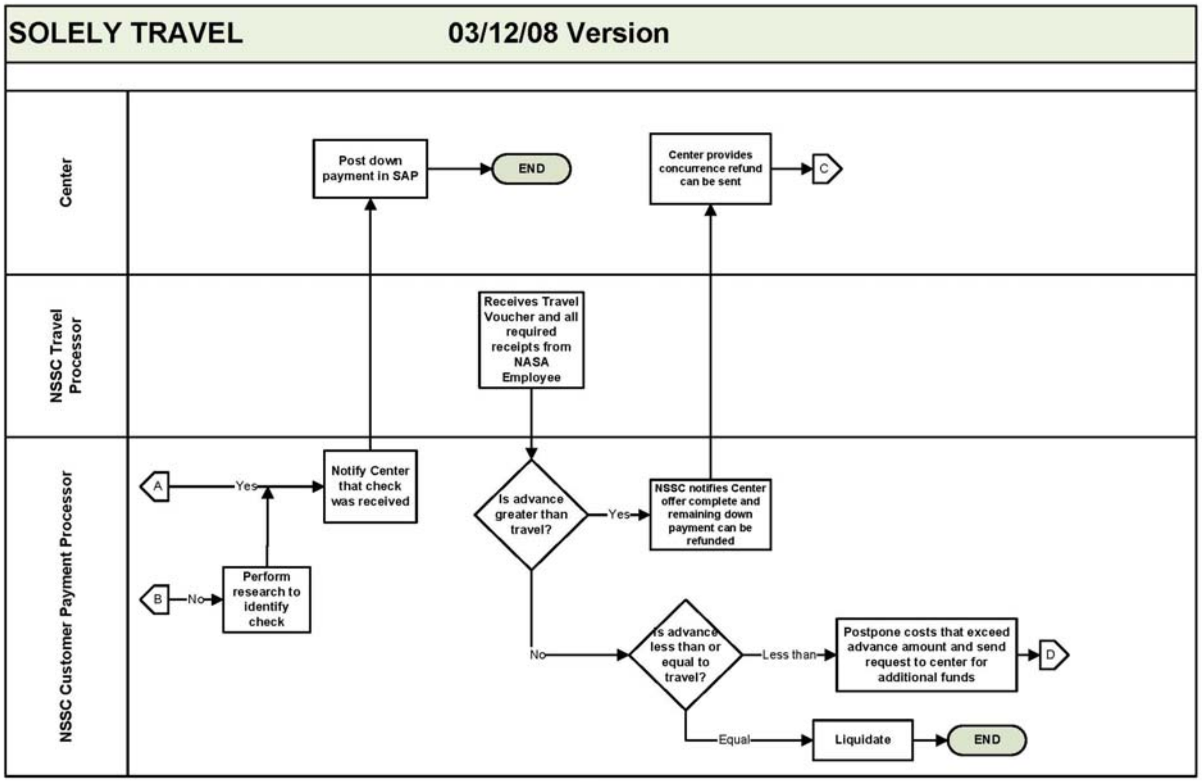
Note 8: Detail information should include:
A. Total number of transactions
B. Total number of accepted transaction
C. Total dollar amount of accepted transactions
D. Number of rejected transactions
E. The reference numbers of the rejected transactions
F. The posting date and period of the transactions



SOLELY TRAVEL
03/12/08 Version
Center
NSSC Travel Processor
NSSC Customer Payment Processor
START
Center establishes customer master and WBS for solely travel agreement
Center establishes funding for solely travel agreement with sales order and FMBB
Center forwards expected advance information to NSSC
D
Receives Solely Travel Agreement advance payment notification from Center
NSSC collects and deposits checks
Can check be identified as a reimbursable advance payment or collection?
Yes
A
No
B

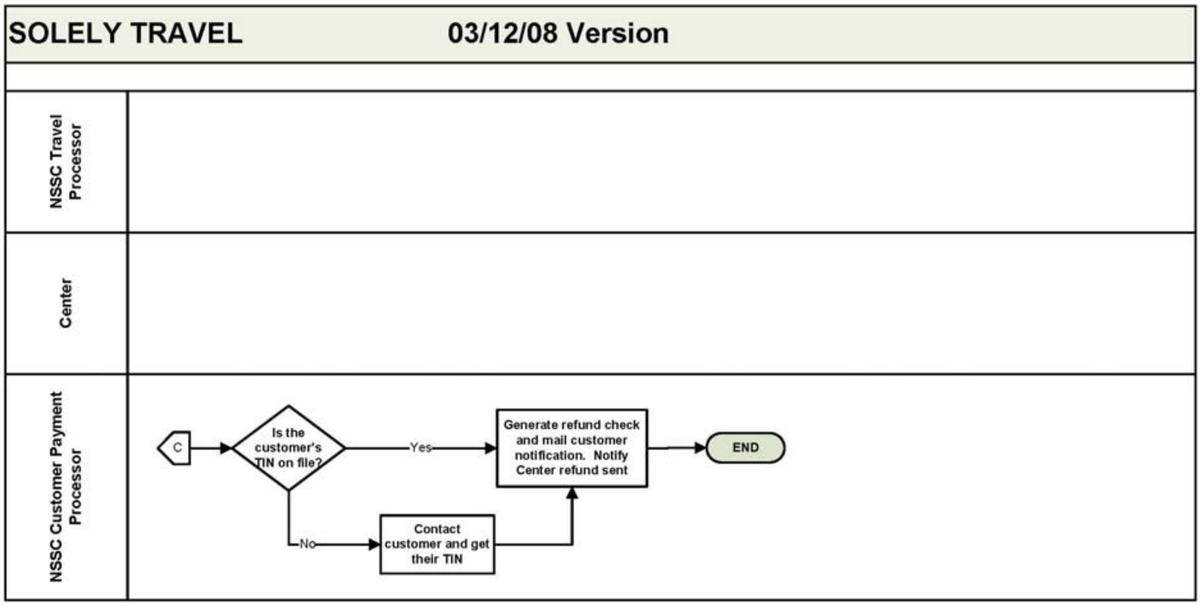
What if Solely Travel Costs are complete and exceed the advance amount? If yes, then Postpone the costs that exceed the amount so that a bill equal to the advance can be generated. Liquidate the bill with the advance. Bill again so that the costs that exceed the advance can be billed to the customer. (The sales order amount should be adequate to cover the costs. The commitments/obligations would not have been allowed to post if they had exceeded the budget.

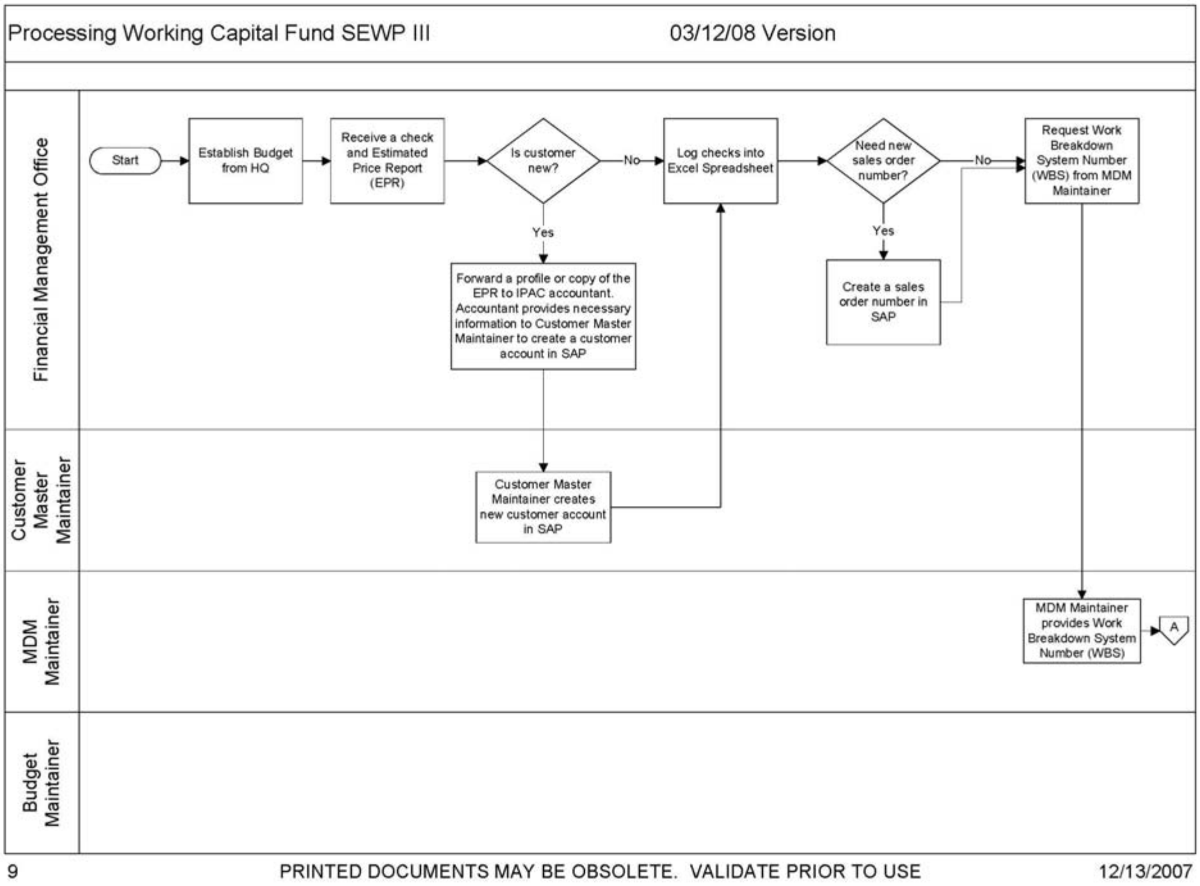
6 PRINTED DOCUMENTS MAY BE OBSOLETE. VALIDATE PRIOR TO USE 12/13/2007

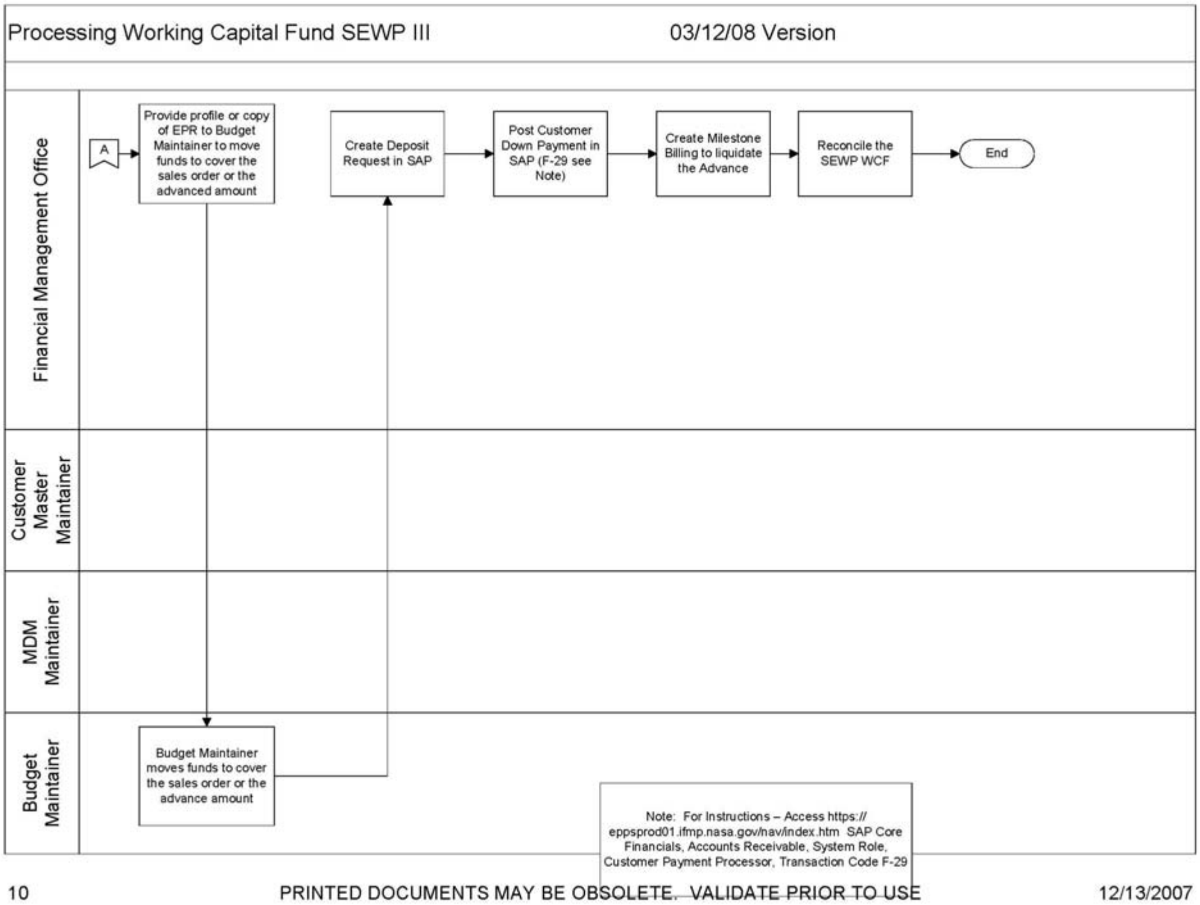


SOLELY TRAVEL
03/12/08 Version
Center
NSSC Travel Processor
NSSC Customer Payment Processor
Post down payment in SAP
END
Center provides concurrence refund can be sent
C
Receives Travel Voucher and all required receipts from NASA Employee
A
Yes
Notify Center that check was received
Is advance greater than travel?
Yes
NSSC notifies Center offer complete and remaining down payment can be refunded
B
No
Perform research to identify check
No
Is advance less than or equal to travel?
Less than
Postpone costs that exceed advance amount and send request to center for additional funds
D
Equal
Liquidate
END

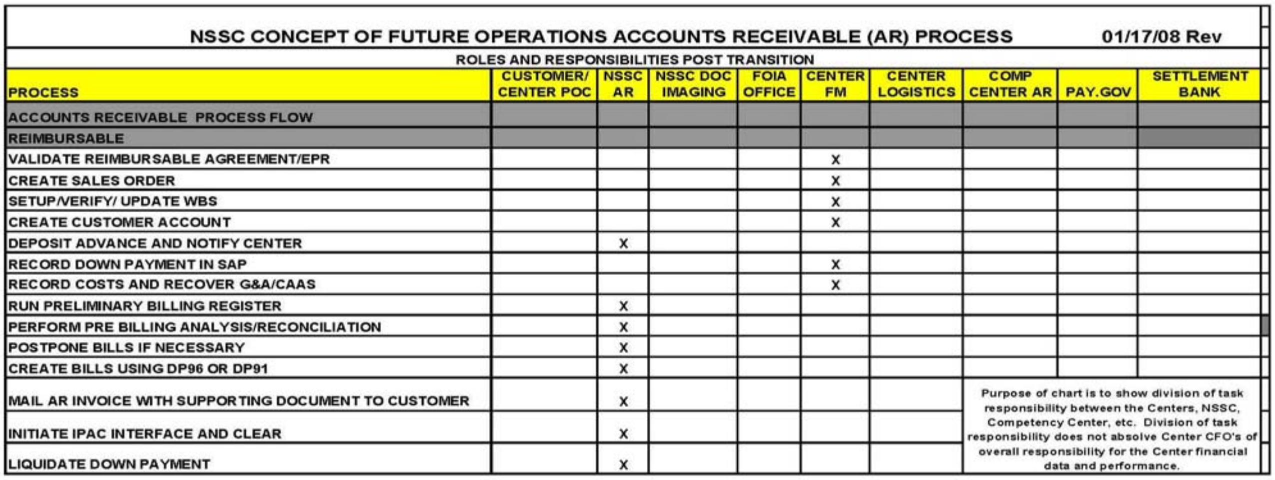
7 PRINTED DOCUMENTS MAY BE OBSOLETE. VALIDATE PRIOR TO USE 12/13/2007


SOLELY TRAVEL
03/12/08 Version
NSSC Travel Processor
Center
NSSC Customer Payment Processor
C
Is the customer's TIN on file?
Yes
Generate refund check and mail customer notification. Notify Center refund sent
END
No
Contact customer and get their TIN


Processing Working Capital Fund SEWP III
03/12/08 Version
Financial Management Office
Customer Master Maintainer
MDM Maintainer
Budget Maintainer
Start
Establish Budget from HQ
Receive a check and Estimated Price Report (EPR)
Is customer new?
No
Yes
Forward a profile or copy of the EPR to IPAC accountant. Accountant provides necessary information to Customer Master Maintainer to create a customer account in SAP
Customer Master Maintainer creates new customer account in SAP
Log checks into Excel Spreadsheet
Need new sales order number?
No
Yes
Create a sales order number in SAP
Request Work Breakdown System Number (WBS) from MDM Maintainer
MDM Maintainer provides Work Breakdown System Number (WBS)
A
9
PRINTED DOCUMENTS MAY BE OBSOLETE. VALIDATE PRIOR TO USE
12/13/2007


Processing Working Capital Fund SEWP III
03/12/08 Version
Financial Management Office
Customer Master Maintainer
MDM Maintainer
Budget Maintainer
A
Provide profile or copy of EPR to Budget Maintainer to move funds to cover the sales order or the advanced amount
Create Deposit Request in SAP
Post Customer Down Payment in SAP (F-29 see Note)
Create Milestone Billing to liquidate the Advance
Reconcile the SEWP WCF
End
Budget Maintainer moves funds to cover the sales order or the advance amount
Note: For Instructions – Access https://eppsprod01.ifmp.nasa.gov/nav/index.htm SAP Core Financials, Accounts Receivable, System Role, Customer Payment Processor, Transaction Code F-29
10
PRINTED DOCUMENTS MAY BE OBSOLETE. VALIDATE PRIOR TO USE
12/13/2007

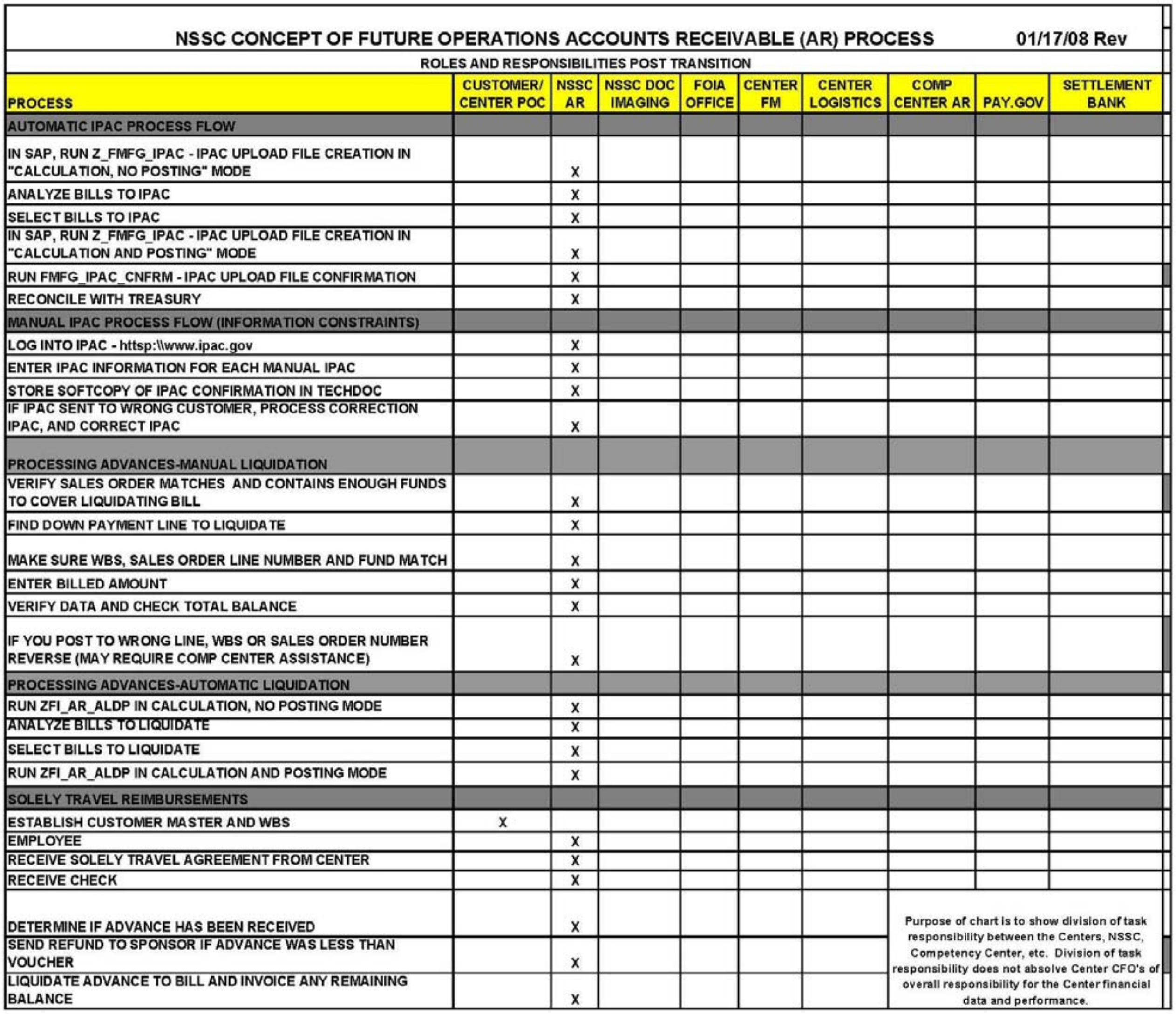
Appendix B-Roles and Responsibility Matrix



NSSC CONCEPT OF FUTURE OPERATIONS ACCOUNTS RECEIVABLE (AR) PROCESS 01/17/08 Rev

ROLES AND RESPONSIBILITIES POST TRANSITION

PROCESS	CUSTOMER/ CENTER POC	NSSC AR	NSSC DOC IMAGING	FOIA OFFICE	CENTER FM	CENTER LOGISTICS	COMP CENTER AR	PAY.GOV	SETTLEMENT BANK
ACCOUNTS RECEIVABLE PROCESS FLOW									
REIMBURSABLE									
VALIDATE REIMBURSABLE AGREEMENT/EPR					X				
CREATE SALES ORDER					X				
SETUP/VERIFY/ UPDATE WBS					X				
CREATE CUSTOMER ACCOUNT					X				
DEPOSIT ADVANCE AND NOTIFY CENTER		X							
RECORD DOWN PAYMENT IN SAP					X				
RECORD COSTS AND RECOVER G&A/CAAS					X				
RUN PRELIMINARY BILLING REGISTER		X							
PERFORM PRE BILLING ANALYSIS/RECONCILIATION		X							
POSTPONE BILLS IF NECESSARY		X							
CREATE BILLS USING DP96 OR DP91		X							
MAIL AR INVOICE WITH SUPPORTING DOCUMENT TO CUSTOMER		X					Purpose of chart is to show division of task responsibility between the Centers, NSSC, Competency Center, etc. Division of task responsibility does not absolve Center CFO's of overall responsibility for the Center financial data and performance.		
INITIATE IPAC INTERFACE AND CLEAR		X							
LIQUIDATE DOWN PAYMENT		X							

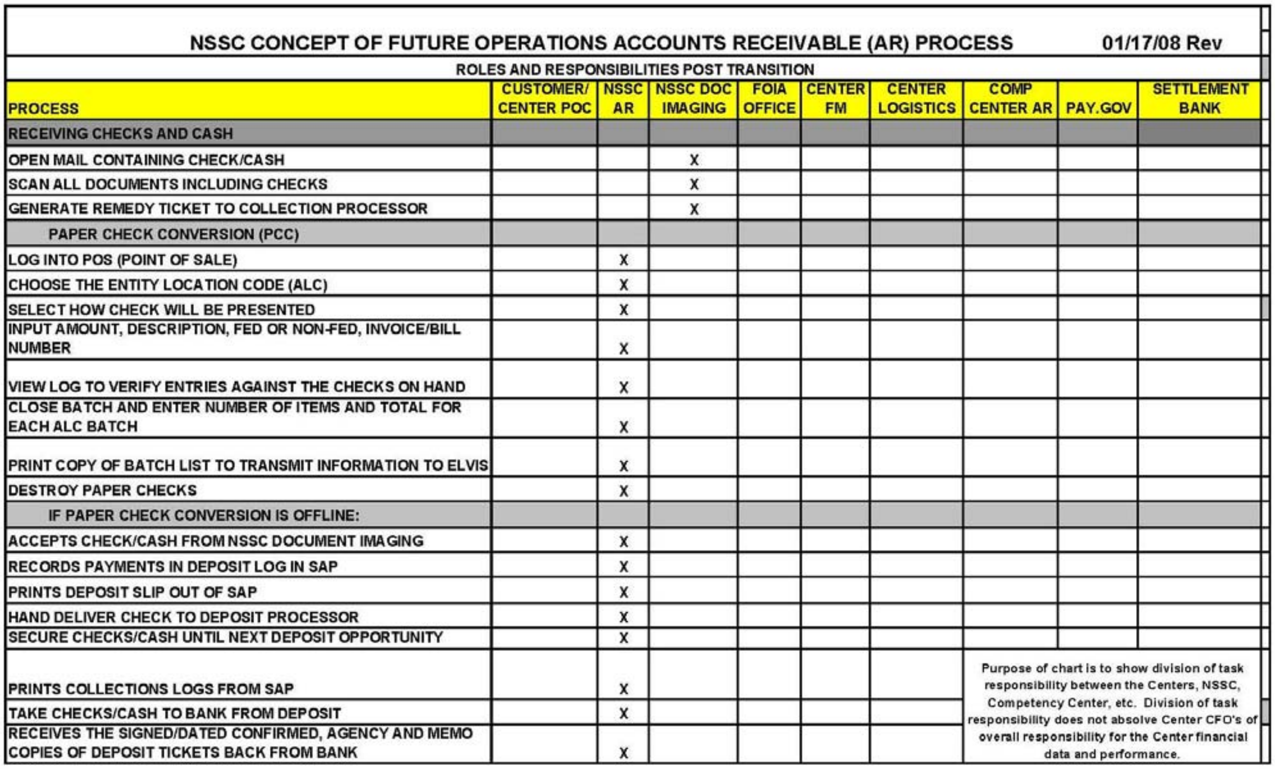


NSSC CONCEPT OF FUTURE OPERATIONS ACCOUNTS RECEIVABLE (AR) PROCESS 01/17/08 Rev

ROLES AND RESPONSIBILITIES POST TRANSITION

PROCESS	CUSTOMER/ CENTER POC	NSSC AR	NSSC DOC IMAGING	FOIA OFFICE	CENTER FM	CENTER LOGISTICS	COMP CENTER AR	PAY.GOV	SETTLEMENT BANK
AUTOMATIC IPAC PROCESS FLOW									
IN SAP, RUN Z_FMFG_IPAC - IPAC UPLOAD FILE CREATION IN "CALCULATION, NO POSTING" MODE		X							
ANALYZE BILLS TO IPAC		X							
SELECT BILLS TO IPAC		X							
IN SAP, RUN Z_FMFG_IPAC - IPAC UPLOAD FILE CREATION IN "CALCULATION AND POSTING" MODE		X							
RUN FMFG_IPAC_CNFRM - IPAC UPLOAD FILE CONFIRMATION		X							
RECONCILE WITH TREASURY		X							
MANUAL IPAC PROCESS FLOW (INFORMATION CONSTRAINTS)									
LOG INTO IPAC - https:\\www.ipac.gov		X							
ENTER IPAC INFORMATION FOR EACH MANUAL IPAC		X							
STORE SOFTCOPY OF IPAC CONFIRMATION IN TECHDOC		X							
IF IPAC SENT TO WRONG CUSTOMER, PROCESS CORRECTION IPAC, AND CORRECT IPAC		X							
PROCESSING ADVANCES-MANUAL LIQUIDATION									
VERIFY SALES ORDER MATCHES AND CONTAINS ENOUGH FUNDS TO COVER LIQUIDATING BILL		X							
FIND DOWN PAYMENT LINE TO LIQUIDATE		X							
MAKE SURE WBS, SALES ORDER LINE NUMBER AND FUND MATCH		X							
ENTER BILLED AMOUNT		X							
VERIFY DATA AND CHECK TOTAL BALANCE		X							
IF YOU POST TO WRONG LINE, WBS OR SALES ORDER NUMBER REVERSE (MAY REQUIRE COMP CENTER ASSISTANCE)		X							
PROCESSING ADVANCES-AUTOMATIC LIQUIDATION									
RUN ZFI_AR_ALDP IN CALCULATION, NO POSTING MODE		X							
ANALYZE BILLS TO LIQUIDATE		X							
SELECT BILLS TO LIQUIDATE		X							
RUN ZFI_AR_ALDP IN CALCULATION AND POSTING MODE		X							
SOLELY TRAVEL REIMBURSEMENTS									
ESTABLISH CUSTOMER MASTER AND WBS	X								
EMPLOYEE		X							
RECEIVE SOLELY TRAVEL AGREEMENT FROM CENTER		X							
RECEIVE CHECK		X							
DETERMINE IF ADVANCE HAS BEEN RECEIVED		X							
SEND REFUND TO SPONSOR IF ADVANCE WAS LESS THAN VOUCHER		X							
LIQUIDATE ADVANCE TO BILL AND INVOICE ANY REMAINING BALANCE		X							

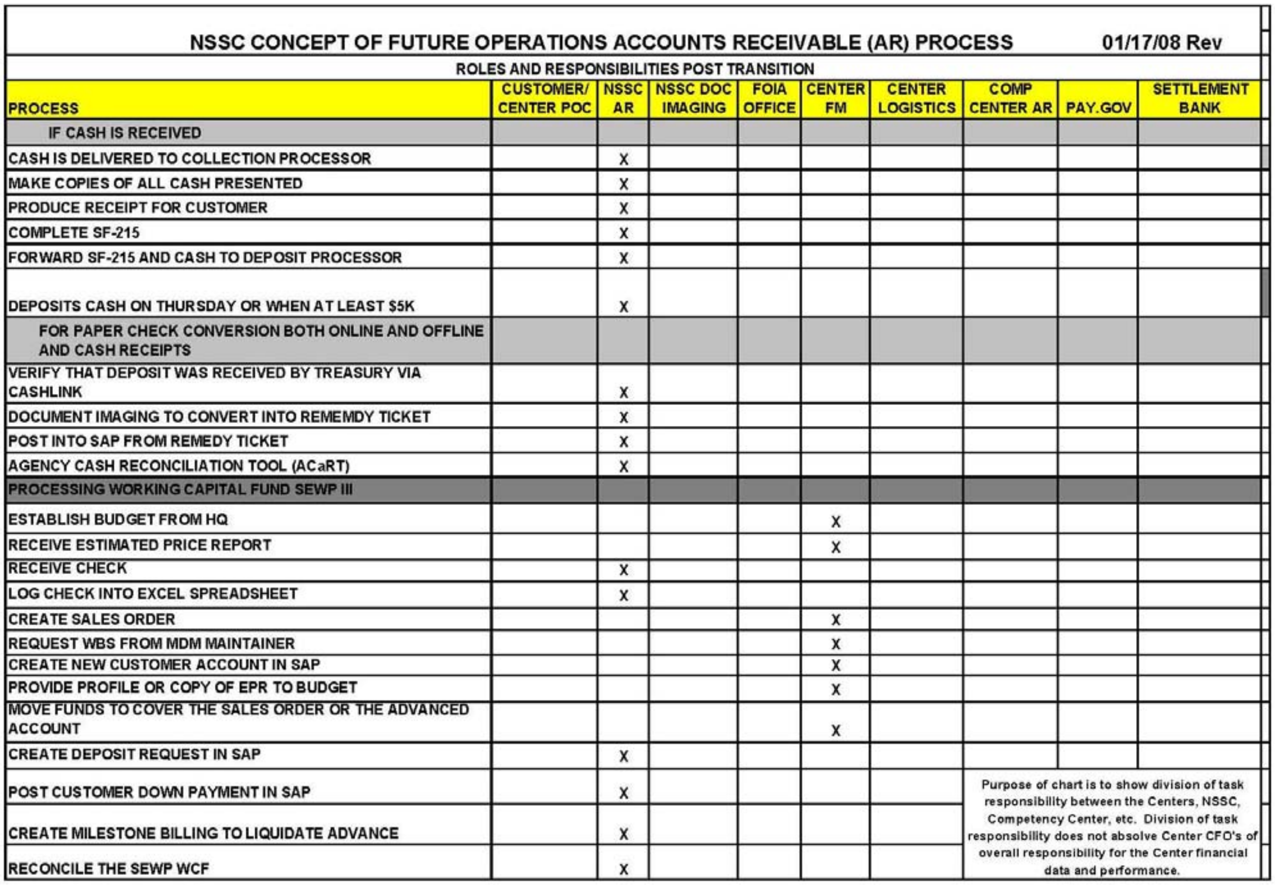
Purpose of chart is to show division of task responsibility between the Centers, NSSC, Competency Center, etc. Division of task responsibility does not absolve Center CFO's of overall responsibility for the Center financial data and performance.



NSSC CONCEPT OF FUTURE OPERATIONS ACCOUNTS RECEIVABLE (AR) PROCESS **01/17/08 Rev**

ROLES AND RESPONSIBILITIES POST TRANSITION

PROCESS	CUSTOMER/ CENTER POC	NSSC AR	NSSC DOC IMAGING	FOIA OFFICE	CENTER FM	CENTER LOGISTICS	COMP CENTER AR	PAY.GOV	SETTLEMENT BANK
RECEIVING CHECKS AND CASH									
OPEN MAIL CONTAINING CHECK/CASH			X						
SCAN ALL DOCUMENTS INCLUDING CHECKS			X						
GENERATE REMEDY TICKET TO COLLECTION PROCESSOR			X						
PAPER CHECK CONVERSION (PCC)									
LOG INTO POS (POINT OF SALE)		X							
CHOOSE THE ENTITY LOCATION CODE (ALC)		X							
SELECT HOW CHECK WILL BE PRESENTED		X							
INPUT AMOUNT, DESCRIPTION, FED OR NON-FED, INVOICE/BILL NUMBER		X							
VIEW LOG TO VERIFY ENTRIES AGAINST THE CHECKS ON HAND		X							
CLOSE BATCH AND ENTER NUMBER OF ITEMS AND TOTAL FOR EACH ALC BATCH		X							
PRINT COPY OF BATCH LIST TO TRANSMIT INFORMATION TO ELVIS		X							
DESTROY PAPER CHECKS		X							
IF PAPER CHECK CONVERSION IS OFFLINE:									
ACCEPTS CHECK/CASH FROM NSSC DOCUMENT IMAGING		X							
RECORDS PAYMENTS IN DEPOSIT LOG IN SAP		X							
PRINTS DEPOSIT SLIP OUT OF SAP		X							
HAND DELIVER CHECK TO DEPOSIT PROCESSOR		X							
SECURE CHECKS/CASH UNTIL NEXT DEPOSIT OPPORTUNITY		X							
PRINTS COLLECTIONS LOGS FROM SAP		X					Purpose of chart is to show division of task responsibility between the Centers, NSSC, Competency Center, etc. Division of task responsibility does not absolve Center CFO's of overall responsibility for the Center financial data and performance.		
TAKE CHECKS/CASH TO BANK FROM DEPOSIT		X							
RECEIVES THE SIGNED/DATED CONFIRMED, AGENCY AND MEMO COPIES OF DEPOSIT TICKETS BACK FROM BANK		X							



NSSC CONCEPT OF FUTURE OPERATIONS ACCOUNTS RECEIVABLE (AR) PROCESS **01/17/08 Rev**

ROLES AND RESPONSIBILITIES POST TRANSITION

PROCESS	CUSTOMER/ CENTER POC	NSSC AR	NSSC DOC IMAGING	FOIA OFFICE	CENTER FM	CENTER LOGISTICS	COMP CENTER AR	PAY.GOV	SETTLEMENT BANK
IF CASH IS RECEIVED									
CASH IS DELIVERED TO COLLECTION PROCESSOR		X							
MAKE COPIES OF ALL CASH PRESENTED		X							
PRODUCE RECEIPT FOR CUSTOMER		X							
COMPLETE SF-215		X							
FORWARD SF-215 AND CASH TO DEPOSIT PROCESSOR		X							
DEPOSITS CASH ON THURSDAY OR WHEN AT LEAST $5K		X							
FOR PAPER CHECK CONVERSION BOTH ONLINE AND OFFLINE AND CASH RECEIPTS									
VERIFY THAT DEPOSIT WAS RECEIVED BY TREASURY VIA CASHLINK		X							
DOCUMENT IMAGING TO CONVERT INTO REMEMDY TICKET		X							
POST INTO SAP FROM REMEDY TICKET		X							
AGENCY CASH RECONCILIATION TOOL (ACaRT)		X							
PROCESSING WORKING CAPITAL FUND SEWP III									
ESTABLISH BUDGET FROM HQ					X				
RECEIVE ESTIMATED PRICE REPORT					X				
RECEIVE CHECK		X							
LOG CHECK INTO EXCEL SPREADSHEET		X							
CREATE SALES ORDER					X				
REQUEST WBS FROM MDM MAINTAINER					X				
CREATE NEW CUSTOMER ACCOUNT IN SAP					X				
PROVIDE PROFILE OR COPY OF EPR TO BUDGET					X				
MOVE FUNDS TO COVER THE SALES ORDER OR THE ADVANCED ACCOUNT					X				
CREATE DEPOSIT REQUEST IN SAP		X							
POST CUSTOMER DOWN PAYMENT IN SAP		X					Purpose of chart is to show division of task responsibility between the Centers, NSSC, Competency Center, etc. Division of task responsibility does not absolve Center CFO's of overall responsibility for the Center financial data and performance.		
CREATE MILESTONE BILLING TO LIQUIDATE ADVANCE		X							
RECONCILE THE SEWP WCF		X							